



PERMITTING GUIDE

A how-to manual for residents, business owners,
developers, contractors and consultants

I NEED WHAT PERMIT?

We knew permitting was complicated, but even we were surprised by what we learned.

In 2014, the Mansfield Economic Development Commission (EDC) embarked on a new initiative to learn about the challenges and opportunities facing Mansfield businesses. Through a series of interviews with local businesses, major themes began to emerge. One of the most common complaints was the complexity of the permitting process and confusion with regard to when permits were needed, how and where to apply for various permits, what regulations applied, and the time needed to complete the process. Out of those interviews, an idea was born: develop a comprehensive permitting guide to assist residents and business owners in navigating the process.

It sounds like such a simple idea—tell people in a simple, straight-forward way how to get the permits they need. We soon learned that nothing was as simple as we thought it would be—or should be. This guide attempts to provide clarity by presenting residents and businesses with basic information on the permitting process as well as who to contact with additional questions.

We are not finished

This guide is only the first step of many in improving the permitting process. Future projects include:

- A new **on-line permitting system** that will allow applicants to apply for basic permits from the comfort of their desk. This system will also include the introduction electronic payments, including the use of credit cards.
- The EDC will be providing feedback to the Planning and Zoning Commission as they update the Town's **Zoning and Subdivision Regulations** with the goal of further clarifying the process where possible.

We hope that you find this guide useful. If you have suggestions on how we can improve this guide or the process in general, please contact us at econdev@mansfieldct.org. Thank you for choosing to build in Mansfield and we look forward to working with you in the future.



ACKNOWLEDGEMENTS

Inspiration Communities

We would like to thank the following communities for providing the inspiration for this guidebook: **Coventry**, Connecticut; **Guilford**, Connecticut; and **Amherst**, Massachusetts. Their guides to development and permitting served as models for this publication; we hope that this guidebook will provide similar inspiration to others.

Staff

Kevin Filchak, our first-ever economic development intern, had the unenviable task of interviewing permit officials and mapping out the process. Without his diligence and determination, this document would not exist. We would also like to thank all of the **Town and Eastern Highlands Health District staff** that provided their time and expertise as part of this process. We hope that this guide is as useful to you as it is to your customers.

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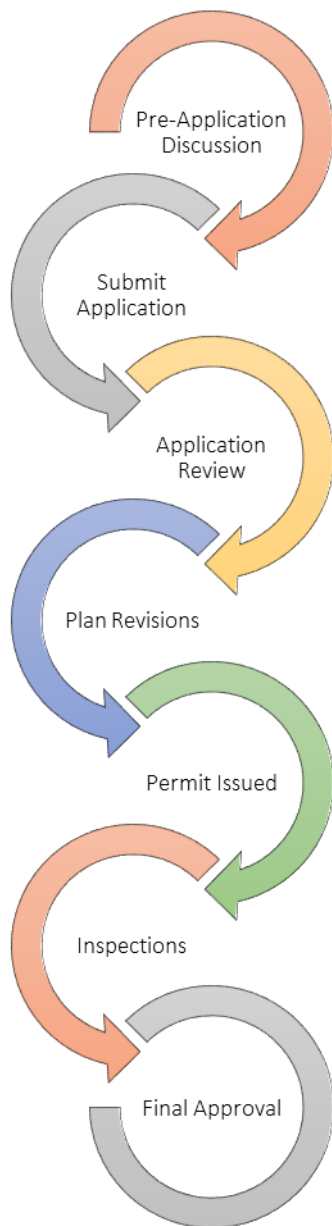
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How to use this guide

An introduction to the permitting process

This guide provides an overview of the various permit processes that may be needed depending on the type of project you are proposing. It discusses who is involved in permitting, what their role is, when they take actions, and how they impact the permitting process. In the following sections you will find among other things: common terminology, descriptions of Town Departments and Committees, permitting flow charts, and links to forms and fees.

This document is only a guide to the permitting process; it does not supersede ANY of the laws, regulations, or ordinances that the Town of Mansfield follows. For specific details on the legal obligations of the applicant and the Town, please review the Town, State or Federal regulations that applies to your specific application (links to all regulations can be found in this guide.)



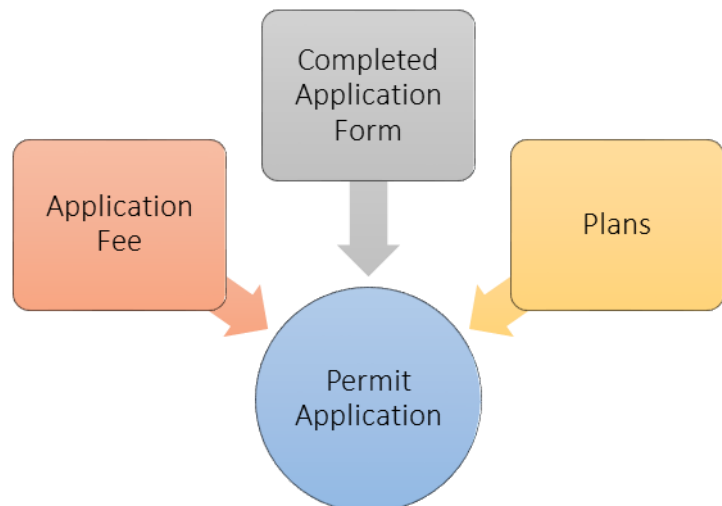
The Permitting Process: An Overview

The graphic to the left identifies the general process for any type of permit. For some projects, you may need multiple permits from different departments. Some permits, such as zoning permits, require authorization from multiple departments before a permit can be issued. Some projects will require authorization from a board or commission prior to even applying for a building permit. Due to this complexity, we strongly encourage you to [speak with the appropriate departments throughout the permitting and inspection process](#) to minimize the potential for delays.

Furthermore, as each permit is unique, [your application process may not match what is found in this guide](#). For this reason we strongly encourage you to come in and discuss your application with Town officials prior to submitting your application.

Application Components

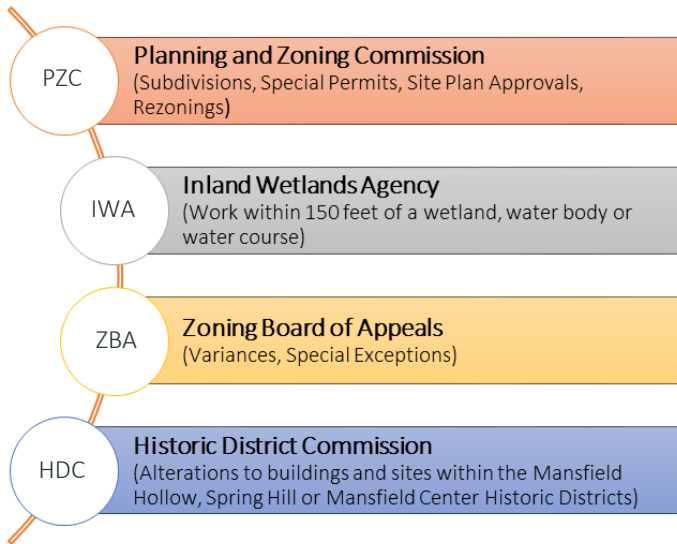
While each permit application is unique based on the permit type, the following items are typically required for all permit types.



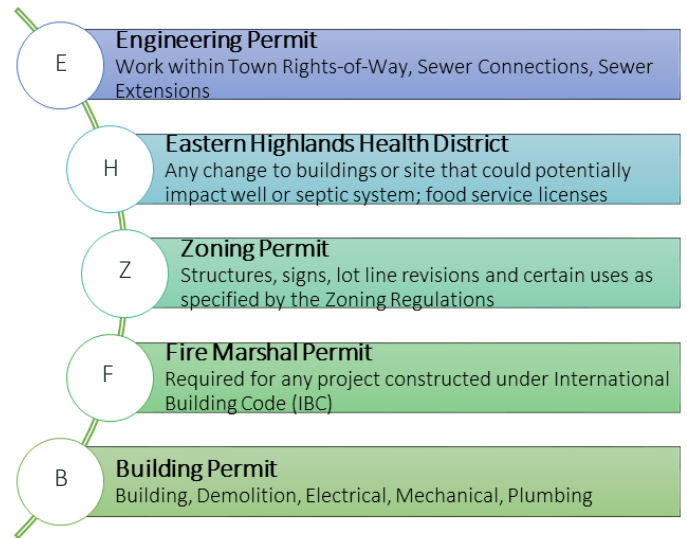
Permitting Steps and Timeframe

The number of steps needed to obtain a permit depends on a number of variables, each of which affects how long the process takes. Any project that requires approval from the Planning and Zoning Commission, Inland Wetlands Agency, Zoning Board of Appeals, or Historic District Commission will involve the greatest length of time as these approvals should be obtained prior to applying for a building permit. In general, the more homework you have done to make sure your project conforms to all applicable regulations, the less time it should take to complete the review process.

1 Obtain all necessary Board/Commission Approvals



2 Apply for Construction Permits*



*While these permits can generally be submitted and reviewed concurrently, a building permit cannot be issued until all other approvals have been obtained. Similarly, a Zoning Permit cannot be issued until engineering, health and wetlands approvals are obtained.

How we can assist you

Town staff are here to help your project succeed. We can:

- Provide you with guidance throughout the permitting process
- Advise you of errors or potential pitfalls in your application
- Make you aware of State codes and ordinances that could affect your application
- Be available to answer questions that you may have on the permit process or local regulations

What we cannot do

As much as we want to help, there are some things Town staff just cannot do, including:

- Acting as a designer or architect for your project
- Recommending any person, contractor, company or corporation for your project
- Altering or violating State or Federal Laws
- Changing deadlines
- Going onto your property and identifying the location of property lines

Tips for Hiring a Contractor or Consultant

If you are considering hiring a consultant or contractor to assist in your application or construction process, the following steps are recommended in verifying their credentials before signing a contract:

- Ensure that they are licensed to perform the work that you are asking them to do
- Ensure that they hold all of the necessary liability insurance
- Consult the [Connecticut Better Business Bureau](#)
- Consult with the [Department of Consumer Protection](#)
- Request and check references

Quick Reference Tools

For when you need to find the information fast.

Who do you call . . .

If you still have questions, or you want to talk to someone about your project in particular, here is the contact information for each application/permit type:

Boards and Commissions

Planning and Zoning Commission (PZC) & Inland Wetlands Agency (IWA)

Department of Planning and Development
860.429.3330

planzonedept@mansfieldct.org

Zoning Board of Appeals (ZBA) & Historic District Commission (HDC)

Town Clerk
860.429.3302

townclerk@mansfieldct.org

Construction Permits

Building

Department of Building and Housing Inspection
860.429.3324

bldgdept@mansfieldct.org

Engineering

Department of Public Works
860.429.3331

publicworks@mansfieldct.org

Fire Marshal

Fire Department
860.429.3328

firemarshal@mansfieldct.org

Health District

Eastern Highlands Health District
860.429.3325

ehhd@ehhd.org

Zoning

Department of Planning and Development
860.429.3341

planzonedept@mansfieldct.org

Say what?

Here are some common abbreviations and acronyms that you may encounter in this guide and during the process.

BLDG	Building
CBYD	"Call Before You Dig"
CC	Conservation Commission
CERT	Certification
CGS	Connecticut General Statutes
CO	Certificate of Occupancy
CSSA	Community Service Sewer Agreement
CTDEEP	CT Department of Energy and Environmental Protection
CTDOT	CT Department of Transportation
DPH	CT Department of Public Health
DESPP	Department of Emergency Services and Public Protection
DPW	Department of Public Works
EHHD	Eastern Highlands Health District
EPA	U.S. Environmental Protection Agency
FM	Fire Marshal
GFA	Gross Floor Area
HDC	Historic District Commission
HIC	Home Improvement Contractor
HVAC	Heating, Ventilation, & Air Conditioning
IBC	International Building Code
IECC	International Energy Conservation Code
IRC	International Residential Code
IWA	Inland Wetland Agency
IWW	Inland Wetland and Watercourse
NHC	New Home Contractor
PZC	Planning and Zoning Commission
SF	Square Feet
SFD	Single Family Dwelling
SPEC	Specifications
SSDS	Subsurface Sewage Disposal System, aka Septic System
USDA	U.S. Department of Agriculture
W/C	Workers Compensation
WPCA	Water Pollution Control Authority
WWW	Windham Water Works
ZBA	Zoning Board of Appeals
ZEO	Zoning Enforcement Officer (aka Zoning Agent)
ZP	Zoning Permit

Permit Quick Reference Chart

The following is a general guide as it applies to most projects; actual permit requirements may vary based on circumstances. For example, in some circumstances, a permit may be required even if not indicated below. The number beneath each permit type represents the page in this guide where you can find information about that particular process. To verify the types of permits required for your project, please consult with the appropriate department/agency.

- PERMIT REQUIRED
 ○ PERMIT MAY BE NEEDED
DEPENDING ON CIRCUMSTANCES
 BLANK = NO PERMIT REQUIRED

ACTIVITY/PROJECT TYPE: ONE, TWO AND THREE FAMILY HOUSES/ TOWNHOUSES	BOARD/COMMISSION APPROVALS				CONSTRUCTION PERMITS				
	PZC	IWA	ZBA	HDC	ENGINEERING	HEALTH	ZONING	BUILDING	FIRE
	<u>7</u>	<u>14</u>	<u>18</u>	<u>20</u>	<u>26</u>	<u>30</u>	<u>36</u>	<u>40</u>	<u>40</u>
STRUCTURES									
NEW SINGLE-FAMILY DWELLING UNIT		○	○	○	●	○	●	●	
NEW TWO-FAMILY DWELLING UNIT		○	○	○	●	○	●	●	
NEW THREE-FAMILY DWELLING UNIT	●	○	○	○	●	○	●	●	
ADDITION TO EXISTING BUILDING		○	○	○		○	●	●	
GARAGE		○	○	○		○	●	●	
SHED (OVER 200 SF)		○	○	○		○	●	●	
SHED (LESS THAN 200 SF)		○	○	○	●	○	●		
DECK		○	○	○	●	○	●	●	
POOL		○	○	○	●	○	●	○	
FENCE			○	○	○		○	○	
RETAINING WALL (OVER 3 FT HIGH)	○	○		○			○	●	
ELECTRICAL								●	
PLUMBING					○			●	
MECHANICAL								●	
ROOF				○				●	
SIDING				○				●	
WINDOWS				○				●	
DOORS (EXTERNAL)				○				●	
SITE IMPROVEMENTS/CHANGES TO LOT BOUNDARIES									
DRIVEWAY					●		○		
CHANGE LOT LINE						○	●	●	
CREATE NEW LOT	○	○			○	○	○		
CREATE MULTIPLE NEW LOTS (SUBDIVISION)	●	○		○	○	○			
USES									
HOME OCCUPATION						●	●	○	○

Permit Quick Reference Chart

The following is a general guide as it applies to most projects; actual permit requirements may vary based on circumstances. The number beneath each permit type represents the page in this guide where you can find information about that particular process.

ACTIVITY/PROJECT TYPE: COMMERCIAL AND RESIDENTIAL STRUCTURES SUBJECT TO INTERNATIONAL BUILDING CODE	BOARD/COMMISSION APPROVALS				CONSTRUCTION PERMITS				
	PZC	IWA	ZBA	HDC	ENGINEERING	HEALTH	ZONING	BUILDING	FIRE
	<u>7</u>	<u>14</u>	<u>18</u>	<u>20</u>	<u>26</u>	<u>30</u>	<u>36</u>	<u>40</u>	<u>40</u>
STRUCTURES									
NEW STRUCTURES	●	○	○	○	○	○	●	●	●
ADDITION TO EXISTING STRUCTURE	●	○	○	○	○	○	●	●	●
ALTERATIONS (CO REQUIRED)	○			○		○	○	●	●
ALTERATIONS (NO CO REQUIRED)	○			○		○	○	●	○
ACCESSORY STRUCTURE	○	○	○	○	○	○	●	●	●
FENCE	○			○			○	○	
RETAINING WALL (OVER 3 FT HIGH)	○	○		○		○	○	●	
FIRE PROTECTION SYSTEM								●	●
ELECTRICAL								●	○
PLUMBING					○	○		●	○
MECHANICAL/HVAC								●	○
ROOF				○				●	
SIDING				○				●	
WINDOWS				○				●	○
DOORS (EXTERNAL)				○	○			●	○
SITE IMPROVEMENTS/CHANGES TO LOT BOUNDARIES									
DRIVEWAY	●	○		○	●	○	●		
PARKING LOT	●	○		○		○	●		
CHANGE LOT LINE						○	●	●	
CREATE NEW LOT	○	○			○	○	○		
CREATE MULTIPLE NEW LOTS (SUBDIVISION)	●	○		○	○	○			
USES									
CHANGE OF USE	○				○	○	○	●	●

BOARD AND COMMISSION APPROVALS

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• Scenic Road Alteration	<u>8</u>
• Site Plan Approval	<u>9</u>
• Special Permit	<u>9</u>
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• Subdivision/Resubdivision	<u>11</u>
• Zoning Regulation/Map Amendments	<u>13</u>
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Planning and Zoning Commission



Scenic Road Alterations ■ Site Plan Approvals ■ Special Permits ■ Subdivisions ■
Zoning Map Amendments ■ Zoning Regulation Amendments

Overview

JoAnn Goodwin, Chair

Linda M. Painter, AICP, Director of Planning and Development

Janell Mullen, Assistant Planner/Zoning Enforcement Officer

The Planning and Zoning Commission (PZC) has the statutory responsibility to guide and control land use and development. Primary responsibilities include preparation and adoption of the Town's [Plan of Conservation and Development \(POCD\)](#), [Zoning Regulations](#) and [Subdivision Regulations](#). The Zoning Regulations establish the rules for how land can be used, including allowable uses for each zoning district, dimensional requirements (setbacks from property lines, building height, etc.), performance standards (noise, vibration, odors, etc.), and development standards (parking, signs, stormwater, etc.). The Subdivision Regulations establish the procedure for dividing land into multiple lots and address other development standards specific to subdivisions.

Certain projects require approval from the PZC before a zoning or building permit can be issued, including alterations to Scenic Roads, projects requiring Site Plan or Special Permit approval pursuant to the Zoning Regulations; Subdivisions and Resubdivisions, and Amendments to the Zoning Regulations and/or Zoning Map.

Meetings

The Commission generally meets on the **first and third Mondays** of every month after the conclusion of the Inland Wetland Agency meetings to review and rule on project applications. The Commission adopts a meeting schedule each year; copies of the schedule are available from the Town Clerk and [online](#).

Statutes and Regulations

[Mansfield Zoning Regulations](#)

[Mansfield Subdivision Regulations](#)

[Scenic Road Ordinance](#)

[Chapter 124, Connecticut General Statutes \(Zoning\)](#)

[Chapter 126, Connecticut General Statutes \(Planning\)](#)

I'm looking for information on . . .

Scenic Road Alterations [Page 8](#)

Site Plan Approval [Page 9](#)

Special Permit Approval [Page 9](#)

Subdivision/Resubdivision Approval [Page 11](#)

Zoning Regulation/Map Amendments [Page 13](#)

Application Fees

Application Fees for Planning and Zoning Commission applications are established by the Town Council in [Chapter 122 of the Mansfield Code of Ordinances](#). Please be advised that these fees are for review of your application and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the PZC. Applicable fees are identified for each permit type.

Contact Us

The Department of Planning and Development coordinates receipt and review of applications on behalf of the Commission. All applications, letters related to pending applications, and correspondence to the Commission should be addressed as follows:

By Mail

Mansfield Planning and Zoning Commission
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

planzonedept@mansfieldct.org

By Telephone

860.429.3330

Planning and Zoning Commission

Scenic Road Alterations

PZC

Overview

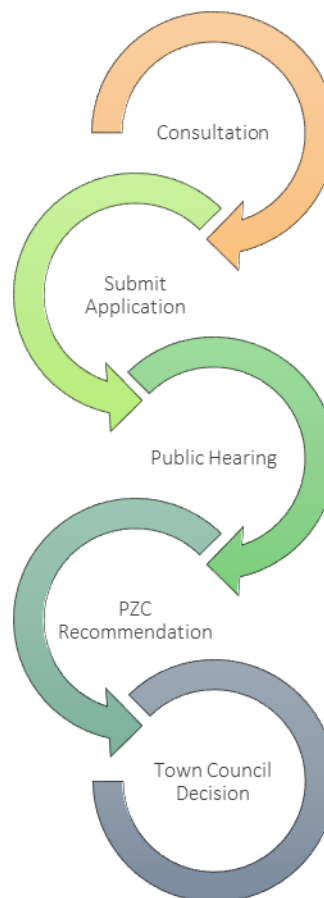
If your property is located on a designated Scenic Road, alterations to the road must be approved by the Town Council. Examples of alterations that require Town Council approval include but are not limited to: widening of the right-of-way or traveled portion of the roadway; paving, changing the grade, or straightening the roadway; installation of drainage facilities; removal of stone walls, ledges or boulders; and straightening or removal of vegetation including mature trees. Certain activities which fall under the category of emergency, routine and minor maintenance as defined by [Section 155-6 of the Code of Ordinances](#) are exempt from this review and approval process.

Mansfield Scenic Roads

- Codfish Falls Road
- Dog Lane (from Bundy Lane to the crest of the hill east of Storrs Road/Route 195)
- Farrell Road
- Gurleyville Road (from Codfish Falls Road to a point 635 feet east of the intersection with Horsebarn Hill Road)
- Mount Hope Road (from Wormwood Hill Road to the Chaplin Town Line)
- Old Turnpike Road
- Stone Mill Road
- Summit Road

Application Fees

There are no application fees for review of alterations to Scenic Roads.



Recommended

Contact Planning Staff to discuss proposed alterations prior to submitting formal request.

Public Hearing Notifications

The Public Hearing will be advertised in The Chronicle and Planning Staff will notify abutting owners and the Town Council of the hearing.

Review Considerations

The PZC and Town Council will review the proposed alteration with regard for the parameters outlined in [Section 155-7 of the Code of Ordinances](#).

Contact Us

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By Mail

Mansfield Planning and Zoning Commission
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

planzonedept@mansfieldct.org

By Telephone

860.429.3330

Planning and Zoning Commission

PZC

Site Plan and Special Permit Applications

Overview

Certain uses and types of development can only be authorized if [Site Plan](#) or [Special Permit Approval](#) is obtained from the Planning and Zoning Commission (PZC) prior to obtaining a Zoning Permit or Building Permit. For more information on application requirements, including submission requirements and approval criteria, please see Article 5, Section A (Site Plan) and B (Special Permit) of the [Mansfield Zoning Regulations](#).

Application Fees

Please be advised that these fees are for review of an application and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the PZC. Applicable fees are identified for each permit type.

Review Fees

Project Type	Town Fee	State Fee	Total
Commercial/Industrial, Mixed Use (Commercial/Residential) and other residential projects involving new construction:			
Up to 2,000 SF GFA	\$500*	\$60	\$560
2,000 to 10,000 SF GFA	\$1,000*	\$60	\$1,060
10,000 SF or more GFA	\$1,000+\$25/1,000 SF over 10,000 SF*	\$60	Calculate
Multi-Family Housing	\$1,000 +\$50/Dwelling Unit	\$60	Calculate
Hospitals, sanitoriums, etc.	\$1,000 +\$50/bed	\$60	Calculate
Sand and gravel removal/filling involving:			
Less than 5,000 CY	\$500	\$60	\$560
5,000 to 100,000 CY	\$1,000	\$60	\$1,060
More than 100,000 CY	\$2,000	\$60	\$2,060
Permit Renewal	\$250	\$60	\$310
All Other Project Types	\$300	\$60	\$360

Post Approval Fees*

Project Type	Fee
Less Than 1,000 SF	\$250
Between 1,000 and 10,000 SF	\$500
Over 10,000 SF	\$1,000

Modification Fees

Administrative Review of Modification	\$50
PZC Review of Modification	\$250

Professional/Technical Consultants

If the PZC determines that the assistance of one or more technical or professional experts is needed to evaluate the application, the PZC may retain a consultant for this purpose and **charge the applicant all such expenses reasonably and necessarily incurred**. The PZC has the sole discretion to select the outside consultant and in all situations, the PZC is the sole client of the outside consultant with regard to the project.

Timeframe for Review

Applications received at least 5 business days before the next regularly scheduled PZC meeting will be placed on the agenda for receipt and scheduling of a public hearing.* The PZC will review the application in accordance with the following timeframes mandated by Connecticut General Statutes.

- **No Public Hearing Required:** Render Decision within 65 days of receipt of application
- **Public Hearing Required:**
 - ⇒ Open hearing within 65 days of PZC receipt.
 - ⇒ Close Public Hearing within 35 days of opening.
 - ⇒ Render decision within 65 days of close of public hearing.

In many cases, the process will be concluded faster than the above deadlines. However, the PZC may request an extension to one or more of the above timeframes for larger projects consistent with statutory allowances.

*Public hearings are required for all Special Permit applications. The Commission may require a public hearing for a Site Plan application as deemed appropriate.

Contact Us

The Department of Planning and Development coordinates receipt and review of PZC applications. All applications and correspondence should be addressed as follows:

By Mail

Mansfield Planning and Zoning Commission
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Planning and Zoning Commission

PZC

Site Plan and Special Permit Applications (continued)

Review by Other Agencies and Departments

Depending on the type and nature of the proposed project, the Commission may solicit comments from other departments, agencies and advisory committees as part of the review process.

- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information). The PZC must consider a report from the IWA before making a decision on the Site Plan/Special Permit application.
- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see [Page 20](#) for more information). If HDC approval is needed, it is recommended that applicants obtain this approval prior to submitting an application to the PZC.
- **Outside Agencies**, such as the Department of Public Health and Windham Water Works for projects located within the public drinking water supply watershed and Eastern Highlands Health District for projects served by well and septic systems (see [Page 30](#) for more information).
- **Town Staff**, including the Assistant Town Engineer, Fire Marshal, and Building Official.
- **Town Advisory Committees or Commissions**, including Agriculture, Conservation, Economic Development, Open Space Preservation, Parks, Sustainability, Transportation, and the Traffic Authority.

For large and complex projects, **applicants are encouraged to meet with appropriate advisory committees and Town/EHHD staff prior to preparing or finalizing plans**. These preliminary meetings are informal and nonbinding; however, they can help to identify key concerns and issues to be addressed as part of the overall project design. Once a conceptual design has been developed, applicants may also request a **pre-application meeting with the PZC**.

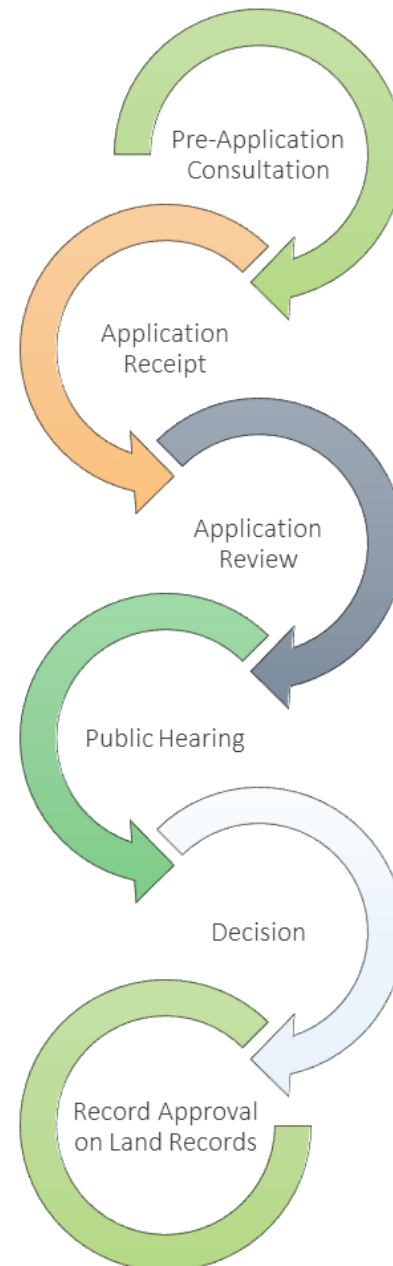
Public Hearing Notifications

The Town is responsible for advertising the public hearing and the PZC's final decision in The Chronicle, the local newspaper. The Town is also responsible for notifying adjoining municipalities for projects within 500 feet of that community.

Applicants are responsible for notifying nearby property owners by certified mail. For Site Plan applications, these notices must be mailed to abutters, including properties across the street, within 7 days of receipt of the application by the PZC. For Special Permits, the notifications must be mailed to all property owners within 500 feet at least 10 days prior to the public hearing.

Modifications to Approved Plans

Changes to approved Site Plans and Special Permits must be authorized prior to issuance of permits or implementation in the field. **Minor modifications** may be approved by the Zoning Enforcement Officer and PZC Chair (**Fee: \$50**); **major changes** require PZC action (**\$250**). The PZC may determine that the changes are significant enough to warrant a new Site Plan or Special Permit application. To initiate the process, submit a completed modification form with fee to the Zoning Enforcement Officer.



Application Review

Staff will review the application, and depending on the extent of recommended changes, may provide preliminary comments to allow for the applicant to revise plans prior to the public hearing. These comments may include recommendations from Advisory Committees as well.

Recordation of Approval

Special Permit approvals must be recorded on the land records before they become effective.

Planning and Zoning Commission

PZC

Subdivision and Resubdivision Applications

Overview

Subdivision approval from the Planning and Zoning Commission (PZC) is required for the division of a tract or parcel of land into three (3) or more parts or lots for the purpose, whether immediate or future, of sale or building development with the exception of development for municipal, conservation or agriculture purposes. PZC approval is also required for resubdivisions, which are defined as a change in the map of an approved or recorded subdivision or resubdivision if such change (a) affects any street layout shown on such map; (b) affects any area reserved thereon for public use, or (c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.

Application Fees

Please be advised that these fees are for review of an application and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the PZC. Applicable fees are identified for each permit type. Post approval fees are required for some projects.

Review Fees

Project Type	Town Fee	State Fee	Total
All lots are on existing roads	\$500 + \$150/lot*	\$60	Calculate
Some lots are on proposed streets	\$1,500 + \$150/lot*	\$60	Calculate

Post Approval Fees*

Where all lots are on existing roads	\$500
Where some lots are on proposed streets	\$2,000

Modification Fees

Subdivision Revisions (including changes to approved Building Area Envelopes (BAE) and Development Area Envelopes (DAE))	\$75
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Professional/Technical Consultants

If the PZC determines that the assistance of one or more technical or professional experts is needed to evaluate the application, the PZC may retain a consultant for this purpose and **charge the applicant all such expenses reasonably and necessarily incurred**. The PZC has the sole discretion to select the outside consultant and in all situations, the PZC is the sole client of the outside consultant with regard to the project.

Subdivision Design Process

Subdivisions or resubdivisions that include four or more lots or a public street are required to complete a two-stage subdivision design process prior to submitting final plans for formal consideration. Each stage of this process takes approximately 45 days from the date of submission. See Section 5.0 of the [Subdivision Regulations](#) for more information.

Timeframe for Review

The PZC generally meets on the first and third Mondays of each month. Applications received at least 5 business days before the next regularly scheduled meeting will be placed on the agenda for receipt and scheduling of a public hearing.* The PZC will review the application in accordance with the following timeframes mandated by Connecticut General Statutes.

- **No Public Hearing Required:** Render Decision within 65 days of receipt of application
- **Public Hearing Required:**
 - ⇒ Open hearing within 65 days of PZC receipt.
 - ⇒ Close Public Hearing within 35 days of opening.
 - ⇒ Render decision within 65 days of close of public hearing.

In many cases, the process will be concluded faster than the above deadlines. However, the PZC may request an extension to one or more of the above timeframes for larger projects consistent with statutory allowances.

*Public hearings are required for all resubdivision applications. The Commission may require a public hearing for a Subdivision if in its judgment, the specific circumstances warrant a hearing.

Contact Us

The Department of Planning and Development coordinates receipt and review of Subdivision applications. All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Mansfield Planning and Zoning Commission
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Planning and Zoning Commission

Subdivision and Resubdivision Applications (continued)

PZC

Review by Other Agencies and Departments

Depending on the type and nature of the proposed project, the Commission may solicit comments from other departments, agencies and advisory committees as part of *the review process*.

- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information). The PZC must consider a report from the IWA before making a decision on the Site Plan/Special Permit application.
- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see [Page 20](#) for more information). If HDC approval is needed, it is recommended that applicants obtain this approval prior to submitting an application to the PZC.
- **Outside Agencies**, such as the Department of Public Health and Windham Water Works for projects located within the public drinking water supply watershed and Eastern Highlands Health District for projects served by well and septic systems (see [Page 30](#) for more information).
- **Town Staff**, including the Planning Director/Assistant Planner, Assistant Town Engineer and Fire Marshal.
- **Town Advisory Committees or Commissions**, including Agriculture, Conservation, Economic Development, Open Space Preservation, Parks, Sustainability, Transportation, and the Traffic Authority.

Applicants are encouraged to meet with appropriate advisory committees and Town/EHHD staff prior to preparing or finalizing plans. These preliminary meetings are informal and nonbinding; however, they can help to identify key concerns and issues to be addressed as part of the overall subdivision design.

Subdivision Design Process

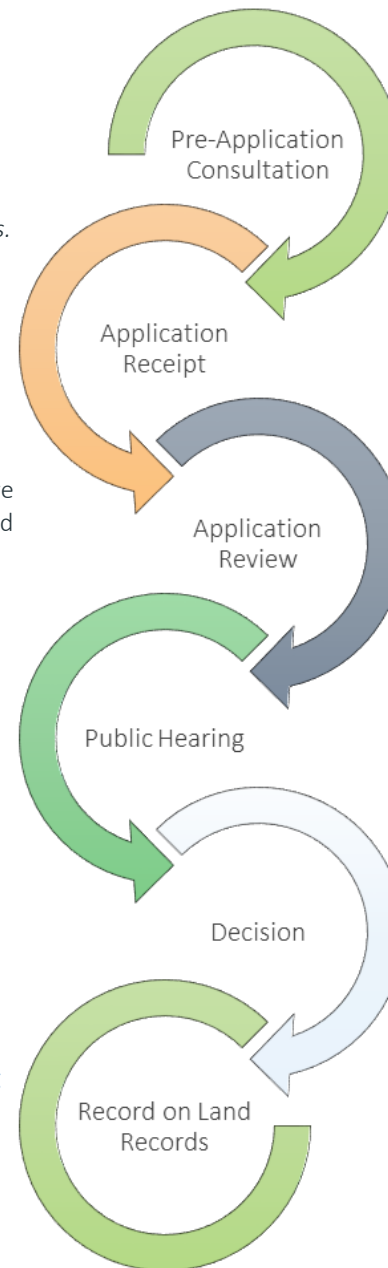
Subdivisions with 4 or more lots and/or a public street are required to complete a subdivision design process before submitting a formal application. See [Section 5.0 of the Subdivision Regulations](#) for more information.

Application Review

Staff will review the application, and depending on the extent of recommended changes, may provide preliminary comments to allow for the applicant to revise plans prior to the public hearing. These comments may include recommendations from Advisory Committees as well.

Recording Final Plans

Final Subdivision Plans and associated warrantee deeds, easements and agreements must be recorded on the land records prior to becoming effective.



Public Hearing Notifications

The Town is responsible for advertising the public hearing and the PZC's final decision in The Chronicle, the local newspaper. The Town is also responsible for notifying adjoining municipalities for projects within 500 feet of that community.

Applicants are responsible for notifying nearby property owners by certified mail. These notices must be mailed to abutters, including properties across the street, within 7 days of receipt of the application by the PZC.

Modifications to Approved Plans

PZC approval is required for modifications to approved and/or recorded subdivision plans. If the changes meet the definition of a resubdivision, a new application will be required. The most common modifications requested are to designated Building Area Envelopes (BAE) and Development Area Envelopes (DAE). As these boundaries were specifically located during the subdivision process to protect natural and cultural resources, modifications are generally discouraged absent significant justification.

Planning and Zoning Commission

PZC

Amendments to Zoning Regulations and Zoning Map

Overview

The Planning and Zoning Commission is responsible for adopting Zoning Regulations and the associated Zoning Map and Subdivision Regulations for the Town of Mansfield. Applicants may petition the Commission to change these regulations in accordance with the provisions of [Article 13 of the Zoning Regulations](#).

Application Fees

Please be advised that these fees are for review of an application and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the PZC.

Project Type	Town Fee	State Fee	Total
Text Change (Zoning Regulations)	\$500	\$60	\$560
Zoning Map Change	\$500	\$60	\$560

Timeframe for Review

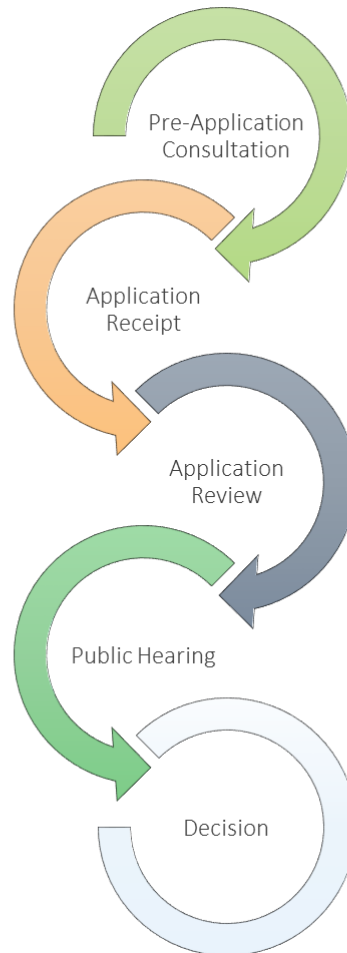
The PZC generally meets on the first and third Mondays of each month. Applications received at least 5 business days before the next regularly scheduled meeting will be placed on the agenda for receipt and scheduling of a public hearing. The PZC will review the application in accordance with the following timeframes mandated by Connecticut General Statutes.

- Open hearing within 65 days of PZC receipt.
 - Close Public Hearing within 35 days of opening.
 - Render decision within 65 days of close of public hearing.
- In many cases, the process will be concluded faster than the above deadlines. However, the PZC may request an extension to one or more of the above timeframes for larger projects consistent with statutory allowances.

Public Hearing Notifications

The Town is responsible for advertising the public hearing in the newspaper as well as notifying the Regional Planning Commission and adjoining municipalities if the proposed change would impact properties within 500 feet of the town line.

Applicants are responsible for notifying nearby property owners by certified mail. These notices must be mailed to all property owners within 500 feet of the proposed zone change at least 10 days before the public hearing and must contain the information specified in Article 13, Section C of the Zoning Regulations.



Application Review

The Commission may refer the petition to various staff and advisory committees for review and comment. Changes that may impact properties within 500 feet of the town line are also required to be referred to the Regional Planning Commission and the adjoining municipality.

Professional and Technical Assistance

If the PZC determines that the assistance of one or more technical or professional experts is needed to evaluate the application, the PZC may retain a consultant for this purpose and **charge the applicant all such expenses reasonably and necessarily incurred.**

Contact Us

The Department of Planning and Development coordinates receipt and review of all PZC applications. All applications and correspondence should be addressed as follows:

By Mail

Mansfield Planning and Zoning Commission
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Inland Wetlands Agency

Inland Wetlands License



Overview

JoAnn Goodwin, Chair

Jennifer Kaufman, Environmental Planner/Inland Wetlands Agent

The Inland Wetlands Agency (IWA or Agency) is responsible for enforcing the [Mansfield Inland Wetlands and Watercourses Regulations](#), which were adopted in accordance with [Chapter 440 of Connecticut General Statutes](#). Members are elected and also serve as members of the Planning and Zoning Commission (PZC) and Aquifer Protection Agency (APA).

The Inland Wetlands Agent (Agent) is the Town staff person that has been duly authorized by the Agency to act on its behalf. The Agent reviews all wetlands applications, monitors activities within [wetlands](#) and [upland review areas](#) for compliance with regulations and issues violation notices.

An Inland Wetlands License is required for regulated activities within 150 feet of a wetland, watercourse or water body. For more information, refer to the [Mansfield Inland Wetlands and Watercourses Regulations](#).

Meetings

The Agency generally meets on the **first Monday** of every month to review and rule on project applications. The Agency adopts a meeting schedule each year; copies of the schedule are available from the Town Clerk.

Statutes and Regulations

[Mansfield Inland Wetlands and Watercourses Regulations](#)

(Effective February 15, 2012)

[Chapter 440 \(Sections 22a-28 through 22a-45d\), Connecticut General Statutes](#)

I'm looking for information on . . .

Administrative (Agent) Approvals [Page 15](#)

Inland Wetlands Agency Approval [Page 16](#)

Application Fees

Application Fees for Inland Wetlands Agency applications are established by the Town Council in [Chapter 122 of the Mansfield Code of Ordinances](#). Please be advised that these fees are for review of your application and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the IWA. Applicable fees are identified for each permit type.

Contact Us

The Department of Planning and Development coordinates receipt and review of applications on behalf of the Agency. All applications and correspondence to the Agency should be addressed as follows:

By Mail

Mansfield Inland Wetlands Agency
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

planzonedept@mansfieldct.org

By Telephone

860.429.3330

Inland Wetlands Agency

Administrative (Agent) Approvals

IWA

Overview

The following activities may be authorized by the Inland Wetlands Agent if activity would have no or minimal impact on the [wetland](#):

- Proposed activity is a deck; shed on posts, blocks, or stone pad; or an addition to an existing structure; and
- Proposed activity is located more than 75 feet from [wetlands/watercourses](#) and more than 100 feet from a vernal watercourse/pool.

Application Fees

Please be advised that these fees are for review of an [application](#) and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the IWA. The advertising fee is the cost of publishing the approval notice as required by state statutes.

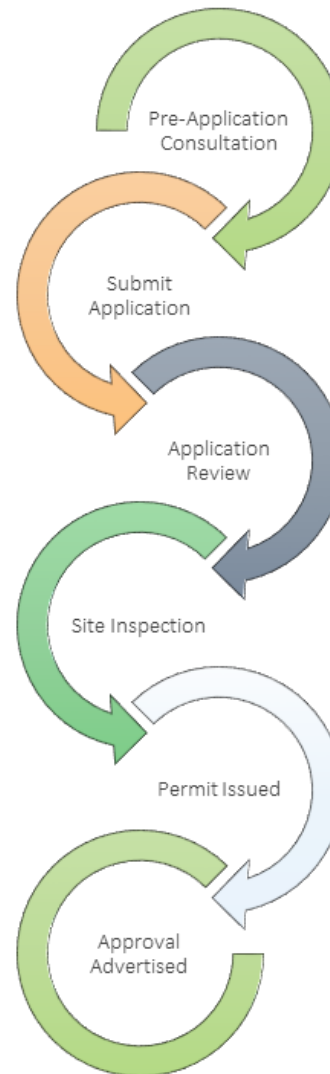
Town Fee	Advertising Fee	State Fee	Total
\$25	\$90	\$60	\$175

Timeframe for Review

The estimated review time for an Agent approval is one week (not including publication of the notice of approval).

When Inland Wetlands Agency Action is Required

If the Inland Wetlands Agent determines that the activity may have greater than a minimal impact on the wetlands, watercourse or water body, a license from the Inland Wetlands Agency will be required. If this determination is made, the application fees paid for the administrative review will be applied toward the application fees for a license from the Inland Wetlands Agency.



Consultation

The Inland Wetlands Agent will work with the applicant to determine whether your project is eligible for administrative review.

Application Review

As part of application review, the Inland Wetlands Agent will visit the property to determine potential impacts on the wetland/water course/water body. If the activity will have no or minimal impact on the wetland, a permit will be issued.

Contact Us

The Department of Planning and Development coordinates receipt and review of applications on behalf of the Agency. All applications and correspondence to the Agency should be addressed as follows:

By Mail

Mansfield Inland Wetlands Agency
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

planzonedept@mansfieldct.org

By Telephone

860.429.3330

Inland Wetlands Agency



Inland Wetlands License (Issued by Agency) ■ Changes to Wetlands Map and Regulations

Overview

An Inland Wetlands License is required for [regulated activities](#) within 150 feet of a [wetland, watercourse or water body](#). For more information, refer to the [Mansfield Inland Wetlands and Watercourses Regulations](#). Any activity that is not eligible for administrative approval by the Inland Wetlands Agent (see [Page 17](#) for more information) will require approval from the Inland Wetlands Agency.

The Agency is also responsible for adopting Wetlands Regulations and an associated wetlands map for the Town of Mansfield. Applicants may petition the Agency to change these regulations in accordance with the provisions of [Section 15 of the Inland Wetlands and Watercourses Regulations](#).

Application Fees

Please be advised that these fees are for review of an [application](#) and do not guarantee approval. Fees are **non-refundable** unless an application is withdrawn prior to formal receipt by the IWA.

Timeframe for Review

Most applications for wetlands licenses (permits) are acted on within **35 days** of receipt by the Agency when no public hearing is required. The Agency is statutorily required to act on applications within the following timeframes unless an extension is granted by the applicant:

- No Public Hearing Required: 65 days
- Public Hearing Required: 135 days

When a Public Hearing is Required

Public Hearings are only held on applications for an Inland Wetlands License if one or more of the following criteria are met:

- The Agency determines that the proposed activity may have a significant impact on wetlands or watercourses;
- A petition signed by at least 25 Mansfield residents (18 years of age and older) requesting a hearing is filed within 14 days of application receipt; or
- The Agency finds that holding a public hearing would be in the public interest

Petitions to revise the Wetlands Map or Regulations require a public hearing pursuant to Connecticut General Statutes.

Contact Us

The Department of Planning and Development coordinates receipt and review of all IWA applications. All applications and correspondence should be addressed as follows:

By Mail

Mansfield Inland Wetlands Agency
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Project Type	Town Fee	State Fee	Total
Petitions to Revise Wetlands Regulations or Map	\$500	\$60	\$560
Application without Public Hearing:			
Residential/Commercial Additions, Decks, Sheds, Pools, Accessory Structures	\$125	\$60	\$185
Single-family, multi-family or commercial buildings; subdivision with 1 or 2 new lots; other activities not covered by specific category	\$250	\$60	\$310
Subdivisions with 3 or more new lots	\$250 +\$50 per lot over 2; not to exceed \$500	\$60	Calculate

Applications with Public Hearing

Activities on 1 or 2 residential lots or activities not identified in other categories; subdivision of 3 or more lots on existing streets; commercial/industrial/multi-family housing and other nonresidential projects involving between 1,000 and 10,000 SF GFA of new construction	\$500	\$60	\$560
Subdivision of 3 or more lots with some or all lots on new streets; commercial/industrial/multifamily housing and other non-residential projects involving more than 10,000 SF GFA of new construction	\$1,000	\$60	\$1,060

Inland Wetlands Agency

Inland Wetlands License (Issued by Agency) ■ Changes to Wetlands Map and Regulations

IWA

Review by Other Agencies and Departments

Depending on the type and nature of the proposed project, the Commission may solicit comments from other departments, agencies and advisory committees as part of the review process.

- All applications for approval from the Inland Wetlands Agency are referred to the [Conservation Commission](#) for review and comment prior to action by the Agency.
- Applicants are required to notify the [Department of Public Health and Windham Water Works](#) for projects located within the public drinking water supply watershed.
- Applications served by a well and/or septic system may be referred to the [Eastern Highlands Health District](#) for review and comment based on the scope of proposed work (see [Page 30](#) for more information).
- **Town Staff**, including the Planning Director/Assistant Planner and Assistant Town Engineer.

Applicants are encouraged to meet with appropriate advisory committees and Town/EHHD staff prior to preparing or finalizing plans. These preliminary meetings are informal and nonbinding; however, they can help to identify key concerns and issues to be addressed as part of the overall project design.

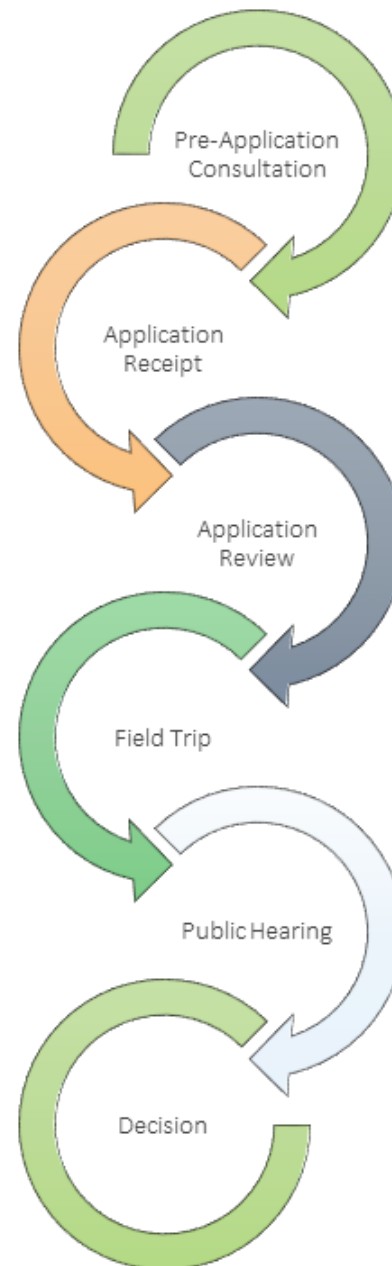
Notifications

Legal Notices. The Town is responsible for advertising public hearings and Agency decisions in The Chronicle, the local newspaper. The Town is also responsible for notifying adjoining municipalities for projects within 500 feet of that community.

Abutter Notices. Applicants are responsible for notifying abutting property owners by certified mail. These notices must be mailed to abutters, including properties across the street, concurrent with the filing of the application with the IWA. Notices must include the information required by [Section 8.4 of the Wetlands Regulations](#).

Modifications to and Extensions of a Wetlands License

IWA approval is required to modify an existing wetlands license (Application Fee: **\$50**) or renew/extend a license beyond the initial 5-year term (Application Fee: **\$100**). Applications for modification and renewal follow the same process as a new application.



Application Review

Staff and the Conservation Commission will review the [application](#), and depending on the extent of recommended changes, may provide preliminary comments to allow for the applicant to revise plans prior to Agency Action or a public hearing.

Field Trip

The Agency will conduct a field trip to the site to review existing conditions and location of proposed activity. The applicant or a representative should be present to explain the proposal and answer questions.

Public Hearing

If required, the Agency will hold a public hearing on the proposed activity.

Decision

In evaluating the proposed activity, the Agency needs to make the following determinations to approve a wetlands license:

- The activity will not have a significant impact on wetlands or watercourses.
- If a significant impact is anticipated, the applicant must demonstrate that there is not a feasible and prudent alternative.

Zoning Board of Appeals

Zoning Variances ■ Special Exceptions ■ Appeals of Zoning Enforcement Officer

ZBA

Overview

Sarah Accorsi, Chair

Janell Mullen, Zoning Enforcement Officer/Zoning Agent

The Zoning Board of Appeals (ZBA) is established by [Chapter 124, Connecticut General Statutes](#) to hear appeals and to vary the application of [Zoning Regulations](#) in cases where enforcement of the regulations would result in exceptional difficulty or unusual hardship. However, variances granted by the ZBA must always be in the "spirit" of the Zoning Regulations, and courts have ruled that the **ZBA cannot consider economic hardship as a possible justification** for granting a variance.

Although the ZBA rules on appeals from the decisions of the Zoning Enforcement Officer/Zoning Agent, appeals from decisions of the Planning and Zoning Commission (PZC) itself are not heard by the Board and are made directly to Connecticut Superior Court. As a quasi-judicial body, the ZBA must conduct public hearings before ruling on an application, and four of its five members must concur for most actions.

Meetings

The ZBA generally meets on the **second Wednesday** of every month at 7:00 p.m. The Board adopts a meeting schedule each year; copies of the schedule are available from the Town Clerk and on the [Board's webpage](#).

Application Fees

The fees for all applications to the Zoning Board of Appeals, including Variances, Special Exceptions, and Appeals of Zoning Agent orders, decisions or requirements is **\$460**, including a \$60 fee imposed by the State of Connecticut.

Deadline for Appealing a Decision of the Zoning Enforcement Officer/Zoning Agent

Appeals of any order, requirement or decision of the Zoning Enforcement Officer (ZEO) must be filed within 30 days of:

- Receipt of the order, requirement or decision;
- Upon publication of a notice in accordance with Section 8-3, Subsection f, CGS; or
- Upon actual or constructive notice of such order, requirement or decision, whichever is earliest.

Approval Criteria

Variances

Variances from Zoning Regulations may be issued by the ZBA provided:

- The variance is in harmony with the general purpose and intent of the Regulations;
- Due consideration has been given to conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where, owing to conditions affecting such parcel but not generally affecting the district in which it is located, literal enforcement of the regulations would result in exceptional difficulty or unusual hardship.

Special Exceptions

The Zoning Regulations specify when a proposed activity requires a Special Exception from the ZBA; typically Special Exceptions are associated with changes to nonconforming buildings and uses. In the limited cases where a specific activity is eligible for a special exception to regulations, the regulations specify the findings that the Board needs to make to approve the application.

Contact Us

The Town Clerk coordinates receipt and review of applications on behalf of the Board. All applications, letters related to pending applications, and correspondence to the Board should be addressed as follows:

By Mail

Mansfield Zoning Board of Appeals
c/o Mansfield Town Clerk
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

TownClerk@mansfieldct.org

By Telephone

860.429.3302

Zoning Board of Appeals

Zoning Variances ■ Special Exceptions ■ Appeals of Zoning Enforcement Officer

ZBA

Pre-Application Consultation

Prior to filing a formal application for a **variance or special exception**, applicants must meet with the Zoning Enforcement Officer (ZEO) to review the proposed activity. If Board action is needed, the ZEO will complete a referral form that must be presented to the Town Clerk's Office to obtain the application and all other necessary forms and instructions.

The ZEO may advise the applicant to find an alternate location or reduce the scope of work as an alternative to seeking a variance.

Application Receipt and Public Hearing

Applications or appeals filed at least **three (3) weeks** prior to the next regular ZBA meeting will be placed on the agenda for public hearing. Pursuant to State Statutes, the ZBA must open the hearing within 65 days of receiving the application/appeal and close the hearing within 35 days unless an extension is

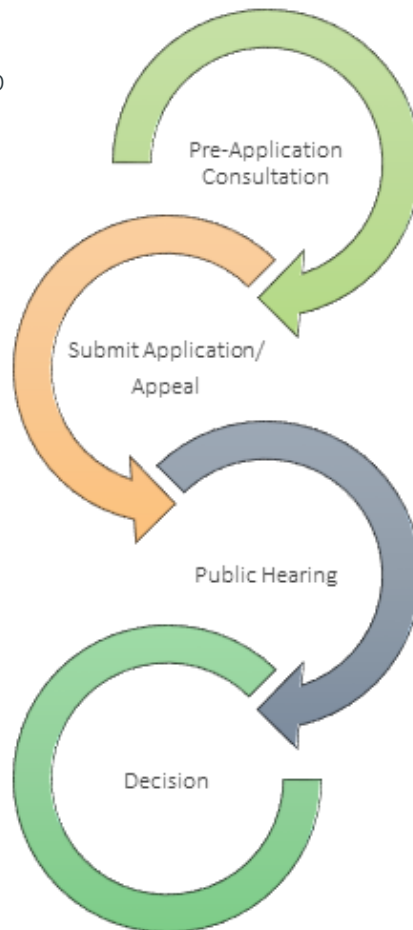
Public Hearing Notifications

The Town is responsible for advertising public hearings and Agency decisions in The Chronicle, the local newspaper.

Applicants are responsible for notifying abutting property owners, including property owners across the street. The application packet includes a Public Hearing letter and detailed instructions for abutter notifications.

Other Permits

The applicant is responsible for obtaining all other required permits for the proposed work prior to starting construction (Zoning,



Appeal of ZEO Decision: Appeal Format and Effect

The notice of appeal must specify the grounds for the appeal and be filed both with the Zoning Agent and with the Zoning Board of Appeals.

- The appeal will stop enforcement of any order, requirement or decision which prohibits further construction or expansion of a use in violation of such zoning regulations unless the Board grants a stay.
- An appeal of any other order, requirement or decision shall result in the action being put on hold unless the Zoning Agent certifies to the ZBA that by reason of facts stated in the certificate that a hold would cause imminent peril to life or property, in which case proceedings shall not be stayed, except by a restraining order which may be granted by a court of record on application.

Decision

Within **65 days** of the close of the public hearing, the ZBA must make a decision on the application or appeal.

Variances/Special Exceptions

The reasons for their decision must be stated on the record, specify the zoning regulation to which an exception or variance has been granted; and specifically describe the exceptional difficulty or unusual hardship upon which a decision to grant a variance is based.

Appeals

The Board may reverse, affirm wholly or partly; or modify any order, requirement or decision of the ZEO. The reasons for their decision must be stated on the record.

Things to Know

- Any variance granted by the ZBA shall run with the land and shall not be personal in nature to the person who applied for and received the variance.
- The Board is not required to hear any application for the same variance or substantially the same variance for a period of six (6) months after a decision by the Board or by a court on an earlier application.

Historic District Commission

Certificates of Appropriateness (CoA)



Overview

Gail Bruhn, Chair

The Mansfield Historic District Commission (HDC) is responsible for the protection and preservation of the Town's three locally-designated historic districts: Mansfield Center, Mansfield Hollow and Spring Hill. The goal of the Commission is to ensure that historical landmarks are maintained and that proposed developments do not lessen the historical value of the districts.

If any portion of your property is located within one of the designated historic districts, **any alterations that are visible from a public right of way may require HDC review**, including parking areas for certain uses. If your proposed work requires a Certificate of Appropriateness (CoA) from the Historic District Commission, this Certificate must be obtained prior to issuance of a building/zoning permit. Please review the maps on the following pages or contact the [Zoning Enforcement Officer](#) to determine if your property is located within a designated historic district.

Meetings

The Commission generally meets on the **second Tuesday** of every month at 7:00 p.m except for the months of July and August. The Commission adopts a meeting schedule each year; copies of the schedule are available from the Town Clerk.

Statutes and Regulations

[Chapter 31, Mansfield Code of Ordinances](#)

[Chapter 97a, Connecticut General Statutes](#)

Mansfield Historic District Commission Rules and Regulations

Application Fees

There are no application fees for review by the Mansfield Historic District Commission.

A **Certificate of Appropriateness shall not be issued** if, in the judgment of the Commission, the work is inappropriate to the building or the site, or detrimental to the appearance of the immediate neighborhood.

Approval Considerations

Work on Existing Buildings

The extent to which the alterations or repairs are to be made in the spirit of the architectural style, and the effects of the completed work on the appearance of the immediate neighborhood.

Enlargement and/or Alteration of an Existing Building and New Construction

- In addition to any other pertinent factors, the HDC shall consider site plan, mass, scale, types of exterior materials, textures and ornamentation, all exterior details normally considered by an architect, and the visual effect on the neighborhood and surrounding buildings.
- Applications must clearly demonstrate the compatibility of the new structure with buildings in the immediate neighborhood.
- It is not the intent to limit new construction to one period or architectural style, but to preserve the integrity of historic buildings and to insure the compatibility of new work constructed in the vicinity.

Contact Us

All applications, letters related to pending applications, and correspondence to the Commission should be addressed as follows:

By Mail

Mansfield Historic District Commission
c/o Town Clerk
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

hdc@mansfieldct.org

By Telephone

860.429.3302

Historic District Commission

Certificates of Appropriateness (CoA)-continued

HDC

Pre-Application Consultation

Prior to preparing detailed plans and filing a formal application, applicants must meet with the HDC to determine if a CoA is needed and identify potential areas of concern.

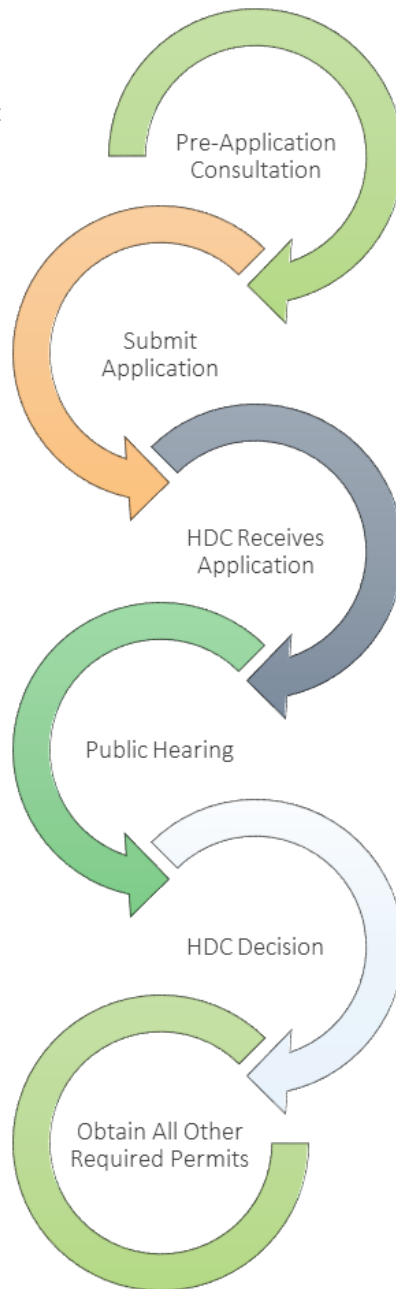
A Certificate of Appropriateness is not required for changes that involve replacement of like materials; however, these changes still require review by the HDC.

Application Receipt and Public Hearing

Applications submitted prior to the next regular HDC meeting will be placed on the agenda. If the application is complete, the HDC will schedule a public hearing on the application at the next regular meeting within the next 45 days. Notice of the hearing will be published in The Chronicle.

Other Permits

The HDC does not review building or zoning permits, only the project's impact on the Historic District. The applicant is responsible for obtaining all other required permits for the proposed work (Zoning, Building, Engineering, Health, etc.)



Application Requirements

Applications must include the following information:

- Name & address of applicant, architect & contractor;
- Location of subject property;
- Description of proposed work;
- Approximate dates of proposed commencement and completion of work;
- Name of contractor;
- Examples/photographs of materials, windows, molding, etc.;
- Suitable scaled drawings or plans giving position of house on site; ground plan of house with proposed addition; and all pertinent elevations showing size and style of doors, windows and dormers; exterior wall finishes; roofing material; chimneys and vents; and
- A photograph of the house as viewed from the road showing the portion of the house to be altered;

Upon request, the Commission will consider waiver of any of the above requirements.

Decision

Within **65 days** of receiving the application, the HDC must either approve or deny the application for a Certificate of Appropriateness, including the issuance of a CoA with stipulations.

If the application is denied, the HDC shall state the reasons for its determination including the basis for its conclusion that the proposed activity would not be appropriate. The Commission may also make recommendations relative to design, arrangement, texture, material and similar features in its notice to the applicant.

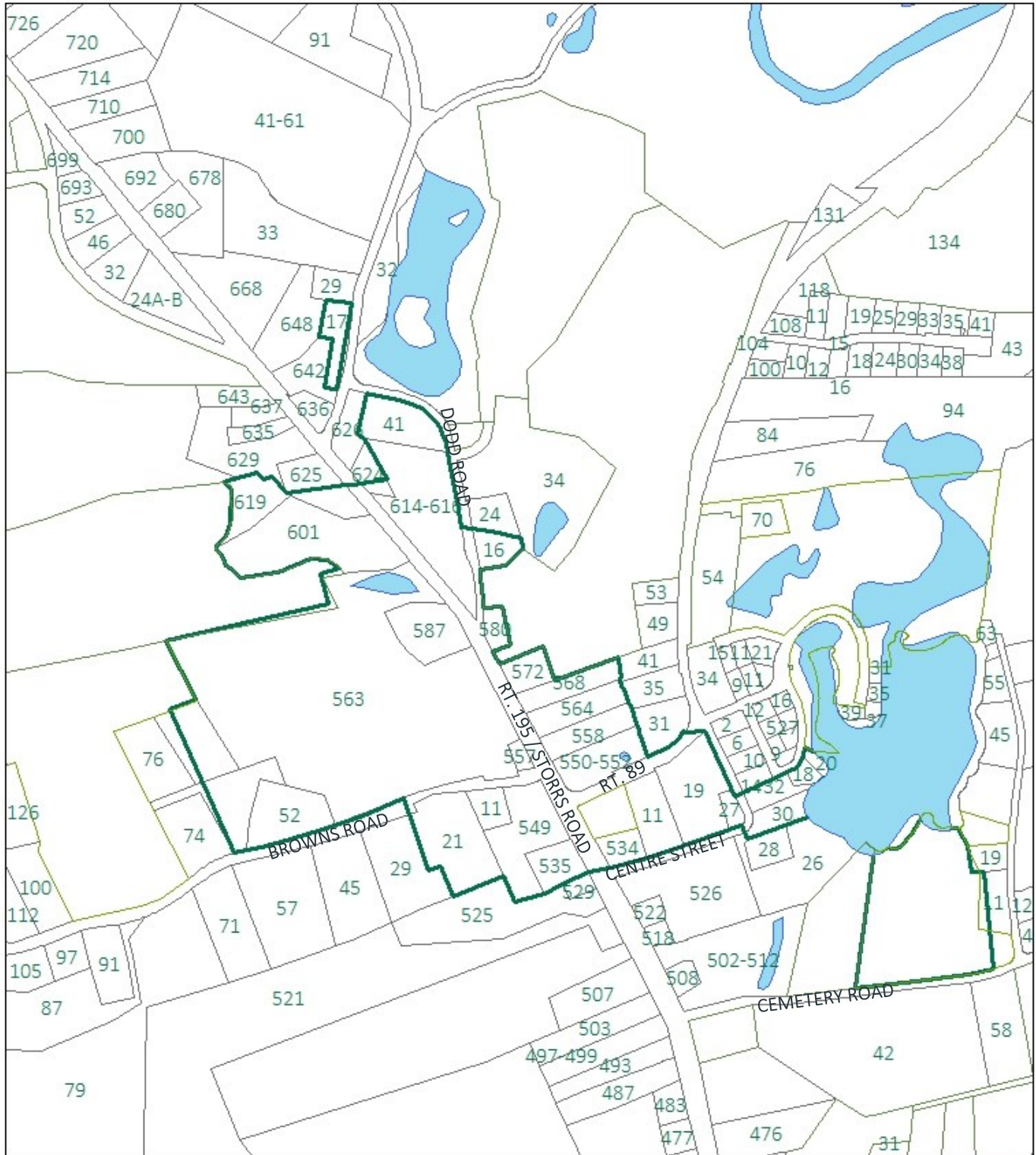
Conformance with Certificate of Appropriateness

- A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of the date of issue. Certificates are issued for a period of twelve (12) months and are renewable.
- All construction performed shall conform to the Certificate and shall be certified by a representative of the Commission.
- Any changes in the scope of work subsequent to the issuance of a Certificate shall require issuance of a new Certificate for the changes.


Historic District Commission

Local Historic District Maps

HDC



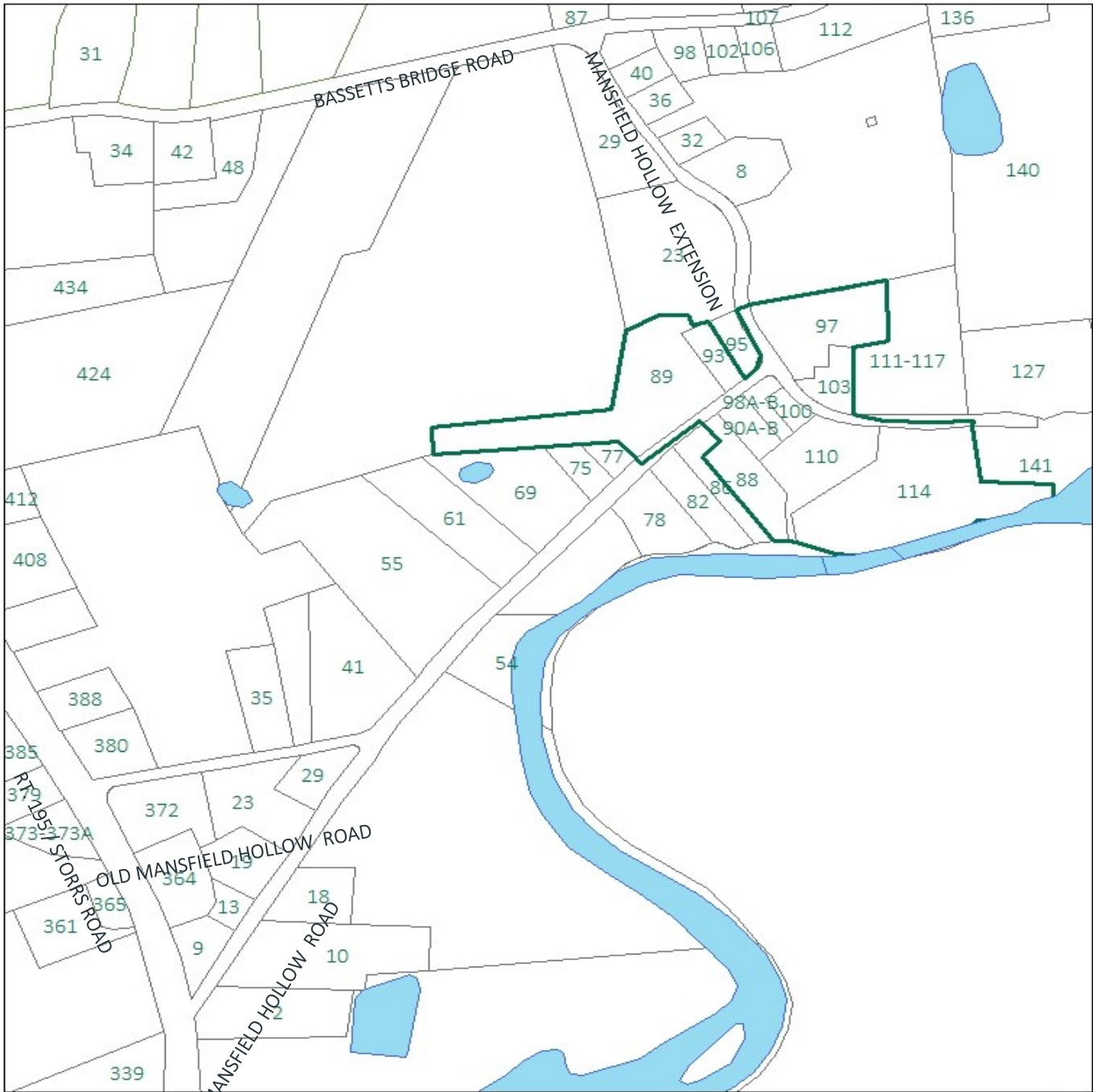
Mansfield Center Historic District

 District Boundaries




Historic District Commission

Local Historic District Maps



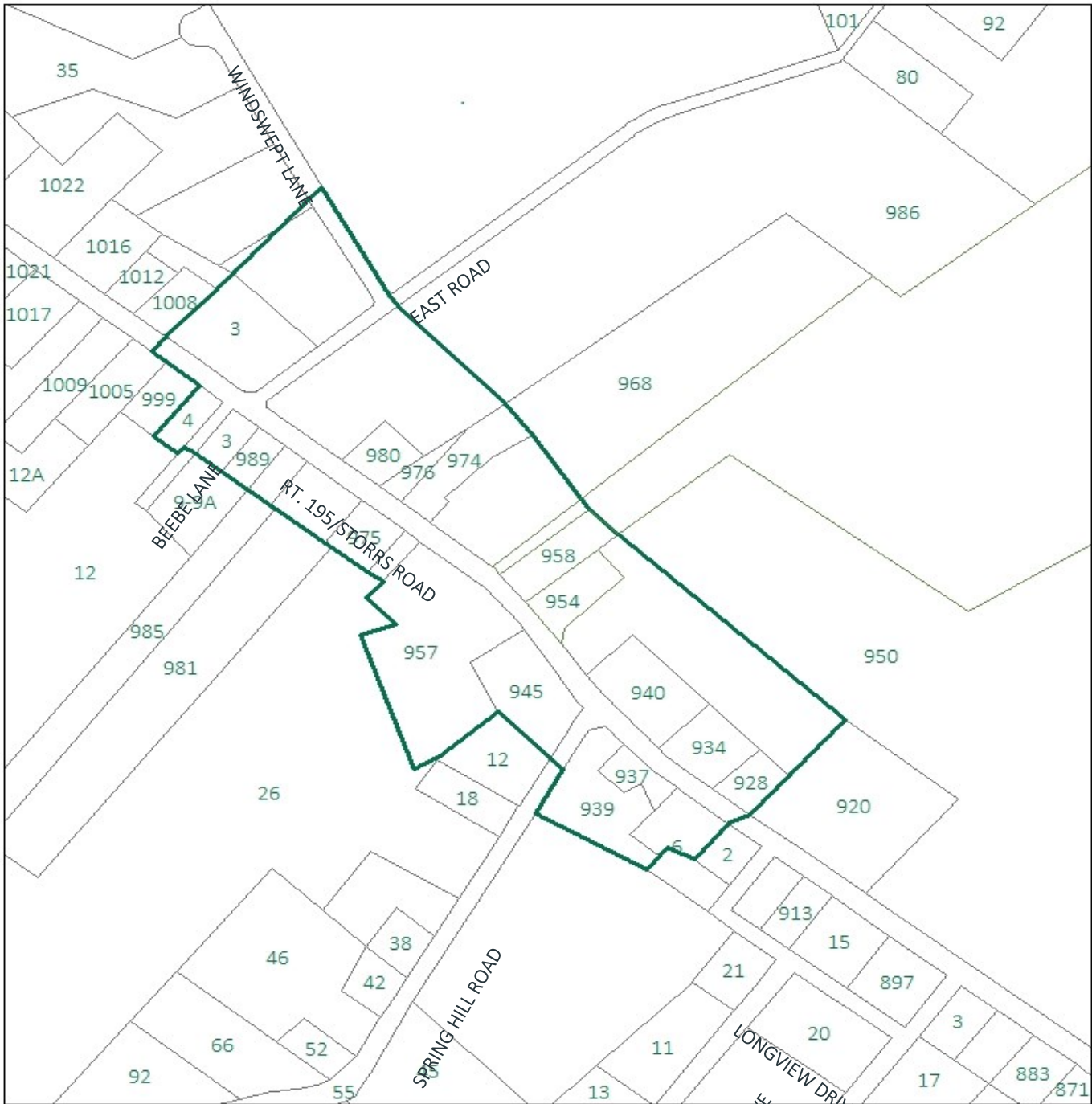
Mansfield Hollow Historic District

 District Boundaries




Historic District Commission

Local Historic District Maps



Spring Hill Historic District

 District Boundaries



CONSTRUCTION PERMITS

Engineering Permits	<u>26</u>
• Work within Right-of-Way	<u>27</u>
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Eastern Highlands Health District Permits	<u>30</u>
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• Septic System Permit: Modifications to Existing Uses, Structures and Lot Lines	<u>32</u>
• Septic System Permit: New Construction	<u>33</u>
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Engineering Permits

Work within Public Rights-of-Way ■ Sewer Connections ■ Sewer Extensions



Overview

John Carrington, P.E. ■ Director of Public Works/Town Engineer

Derek Dilaj, P.E. ■ Assistant Town Engineer

Based out of the Department of Public Works, the Engineering Division supports other departments by providing engineering consultation on proposed projects. They review submitted plans for compliance with Town and State codes and perform site inspections, specifically for those relating to Town roadways and drainage improvements. Furthermore, the Engineering Division is required to review and sign off on all Zoning Permits prior to issuance by the Zoning Agent.

In addition to project reviews, the Engineering Division is responsible for issuing permits for work within the public right-of-way. The Engineering Division also approves connections to and extensions of the Town's sewer system as regulated by the Mansfield Water Pollution Control Authority (WPCA).

Water Pollution Control Authority (WPCA)

The Town Council currently serves as the WPCA. The Council generally meets on the **second and fourth Mondays** of every month; however, unless there is a specific need, the Council will not convene as the WPCA. The Council adopts a meeting schedule each year; copies of the schedule are available from the Town Clerk.

Statutes and Regulations

[Mansfield Zoning Regulations](#)

[Mansfield Subdivision Regulations](#)

[Mansfield Engineering Standards and Specifications](#)

I'm looking for information on . . .

Right-of-Way Permits [Page 27](#)

Sewer Connection Permit [Page 28](#)

Sewer Extension [Page 29](#)

Additional information and related forms can be found on the Department's website: <http://www.mansfieldct.gov/content/1914/3973/default.aspx>.

Contact Us

The Engineering Division coordinates receipt and review of permit applications, including applications that require approval by the Water Pollution Control Authority (WPCA). All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Town of Mansfield
c/o Department of Public Works-Engineering
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

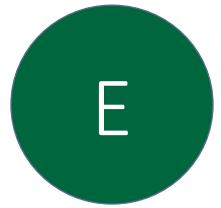
publicworks@mansfieldct.org

By Telephone

860.429.3331

Engineering Permits

Right-of-Way (ROW) Permit



Overview

[Chapter 143, Article III of the Code of Ordinances](#) authorizes the Public Works Director to require all individuals who complete work within the Town of Mansfield's Public Right of Way to obtain a permit. The permit is the means by which the Town of Mansfield maintains the integrity of its infrastructure. Infrastructure includes roads, sidewalks, drainage, drainage structures, sanitary sewers, sanitary sewer structures, and water supply lines. Examples of work that would require a right-of-way permit include but are not limited to: new driveway connections, trenching for utilities, stormwater improvements, and water/sewer connections. To maintain the integrity of the infrastructure it is necessary that when work is completed in the Right-Of-Way that the work meets particular specifications. The [Specifications are available on the Town's Web Site](#) and from the Town's Engineering Division.

Permit Fees and Bond Requirements

The application fee for a Right-of-Way Permit is **\$50**. Most permits are issued within one week of application if all requirements are in order at the time of submission.

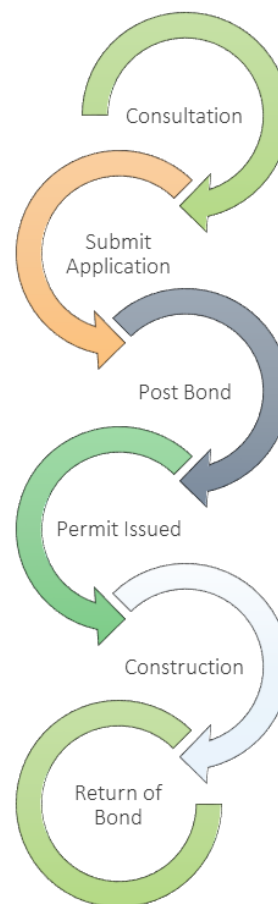
Additionally, all work within the Town's right-of-way requires that a **bond be posted** for the project. Many local contractors already have a bond on file with the Engineering Division. If you or your contractor do not have a bond on file with the Town, you will need to submit a completed Roadway Permit Bond Form. The **minimum bond amount is \$2,000**; actual bond amount will be determined by the Engineering Division based on scope of work. Contractors may provide a Cash Bond or bonding through a surety company.

Insurance

Any work performed in the Town's Right-of-Way requires insurance. The Certificate of Insurance must include the Town of Mansfield as also insured. There is no exception.

Call Before You Dig (CBYD)

The Permit will not be issued until a Call Before You Dig Number has been provided to the Engineering Division and the work area marked. CBYD is not just a good idea, it's the Law. **(1.800.922.4455 or 811)**



Consultation Recommended

If you have any question as to whether a permit is required, contact the Engineering Division for assistance.

Construction

The Engineering Division will monitor and inspect construction to ensure conformance with Town standards. Modifications to completed work may be required.

Return of Bond

The bond will be retained from one year after the Engineering Division approves the final construction. If no repair work is needed after the one-year maintenance period, the bond will be released.

Contact Us

The Engineering Division coordinates receipt and review of permit applications, including applications that require approval by the Water Pollution Control Authority (WPCA). All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Town of Mansfield
c/o Department of Public Works-Engineering
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

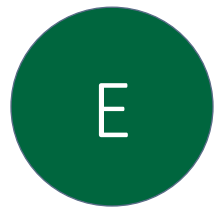
publicworks@mansfieldct.org

By Telephone

860.429.3331

Engineering Permits

Sewer Connection Permit



Overview

Any **proposed connection to an existing sewer main** requires a permit to ensure that the work meets standards established by the Mansfield Water Pollution Control Authority (WPCA) as well as any standards established by the respective water treatment facility (UConn or Windham Water Pollution Control). The following process only applies to connections to existing sewer mains; projects that require an extension of a sewer main require a Main Extension Permit.

Permit Fees & Timeframe

The application fee for a Sewer Connection Permit is **\$50**. The estimated time from application to permit issuance is one (1) month for residential projects; longer for commercial projects.

Sewer Assessments

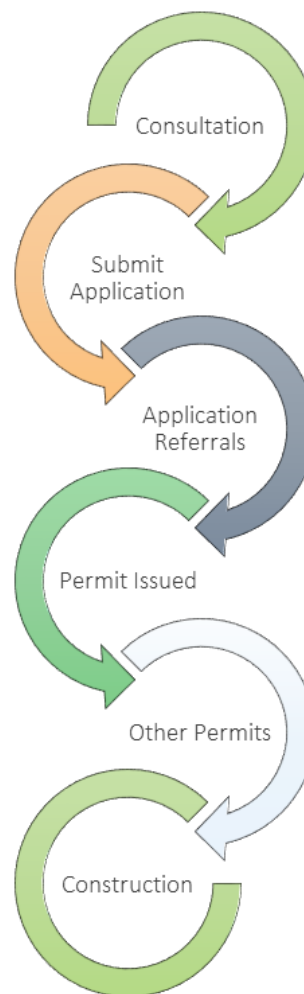
All outstanding sewer assessments must be paid prior to issuance of a connection permit. A connection charge may be required.

Application Review & Referrals

Applications for sewer connections will be referred to the appropriate Wastewater Treatment Facility (WWTF) for review and approval prior to issuance:

- **Storrs Area:** University of Connecticut WWTF
- **Southern Mansfield:** Windham WWTF

If after reviewing the scope of work it is determined that a Main Extension is needed or a Community Sewer Service Agreement (CSSA) is required, the application will be referred to the Mansfield WPCA. More information on the Main Extension and CSSA negotiation process can be found on the Sewer Extension Permit Overview Sheet.



Consultation Recommended

If you have any question as to what type of permit (connection or extension) is required, contact the Engineering Division for assistance.

Construction

The Engineering Division will monitor and inspect construction to ensure conformance with Town standards. Modifications to completed work may be required.

Other Permits

Prior to starting construction, make sure you obtain all other required permits, including a ROW permit.

Contact Us

The Engineering Division coordinates receipt and review of permit applications, including applications that require approval by the Water Pollution Control Authority (WPCA). All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Town of Mansfield
c/o Department of Public Works-Engineering
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

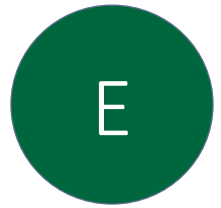
publicworks@mansfieldct.org

By Telephone

860.429.3331

Engineering Permits

Sewer Extension Permit



Overview

Any **proposed extension of an existing sewer main** requires a permit to ensure that the work meets standards established by the Mansfield Water Pollution Control Authority (WPCA) as well as any standards established by the respective Water Treatment Facility (UConn or Windham Water Pollution Control). Given the scope of work involved with such a project, approval from the Mansfield Water Pollution Control Authority is required, as well as approval from the respective Wastewater Treatment Facility (WWTF).

Permit Fees & Timeframe

The application fee for a Sewer Main Extension Permit is **\$50**. The time from application to permit issuance is dependent on the scope of work and the time needed to negotiate a Development Agreement and Community Sewer Service Agreement with the WPCA.

Application Review & Referrals

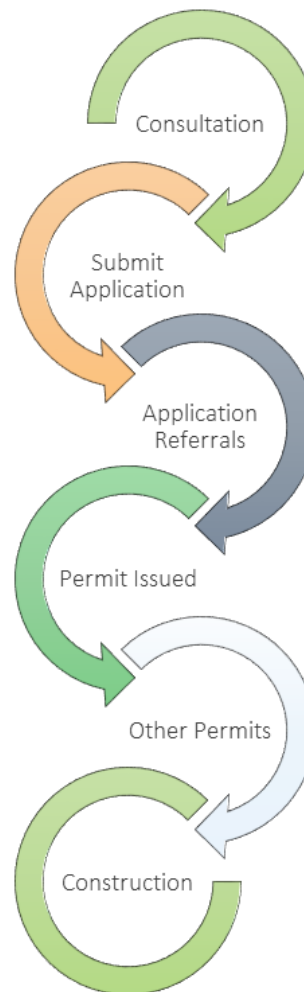
Applications for Sewer Main Extensions will be referred to the appropriate Wastewater Treatment Facility (WWTF) for review and approval:

- **Storrs Area:** University of Connecticut WWTF
- **Southern Mansfield:** Windham WWTF

In addition, Main Extensions require a Development Agreement with the WPCA and, if the sewer is to serve private property, a Community Sewer Service Agreement. Both of these agreements are negotiated with and ultimately approved by the WPCA. The Town may choose to retain a third party consultant to assist in this process; the cost of the consultant is paid for by the applicant.

Sewer Assessments

Once the WPCA has approved the Development Agreement and Community Sewer Service Agreement (CSSA), a sewer assessment will be levied. This assessment must be paid prior to issuance of a Main Extension Permit.



Consultation Recommended

If you have any question as to what type of permit (connection or extension) is required, contact the Engineering Division for assistance.

Construction

The Engineering Division and the respective WWTF operator will monitor and inspect construction to ensure conformance with Town and WWTF standards. Modifications to completed work may be required.

Other Permits

Prior to starting construction, make sure you obtain all other required permits, including a ROW permit.

Contact Us

The Engineering Division coordinates receipt and review of permit applications, including applications that require approval by the Water Pollution Control Authority (WPCA). All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Town of Mansfield
c/o Department of Public Works-Engineering
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

publicworks@mansfieldct.org

By Telephone

860.429.3331

Health District Permits

Well Permits ■ Septic System Permits ■ Food Service Permits



Overview

Robert Miller ■ Director of Health ■ Eastern Highlands Health District

Jeff Polhemus, R.S. ■ Chief Sanitarian

Sherry L. McGann, R.S. ■ Town Sanitarian for Mansfield

Eastern Highlands Health District (EHHD) is the regional health district serving Mansfield and nine other surrounding towns. As a regulatory agency, EHHD enforces all applicable State and local environmental health codes through permitting, licensing and inspection programs. The Sanitarians review all permits and ensure compliance with the [Connecticut Public Health Code](#).

Health District permits and approvals are required for activities that could have an effect on the health/wellness of residents of Mansfield. This includes but is not limited to structural changes/additions, septic systems, zoning permits, and subdivisions. EHHD reviews numerous permits and activities which include (but are not limited to):

- Septic System plan review and permitting
- Building project reviews and approvals
- Food service licensing and inspections
- Wells and drinking water quality
- Soil testing

Codes and Policies

Codes and policies of the Health District can be found online at [EHHD's website: www.ehhd.org](#).

I'm looking for information on . . .

Well Permit	Page 31
Septic System Permit: New Construction	Page 33
Septic System: Modifications to Existing Uses, Structures, and/or Lot (B100A Permit)	Page 32
Septic System: Subdivision Plan Review	Page 34
Food Service Permit	Page 35

Additional information, related forms and a full fee schedule can be found on the [EHHD's website: www.ehhd.org](#).

Contact Us

EHHD coordinates receipt and review of all health district permit applications as well as review of applications for other types of permits, including but not limited to Site Plans, Special Permits, Subdivisions, Zoning Permits and Building Permits. All correspondence related to pending applications and potential violations of the health code should be addressed as follows:

By Mail

Eastern Highlands Health District
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

ehhd@ehhd.org

By Telephone

860.429.3325

Health District Permits

Well Permit



Overview

A Well Permit is required prior to the installation of a new well as well as for alterations to existing wells. Well permits must be obtained by a well driller licensed in the State of Connecticut.

Permit Fees & Timeframe

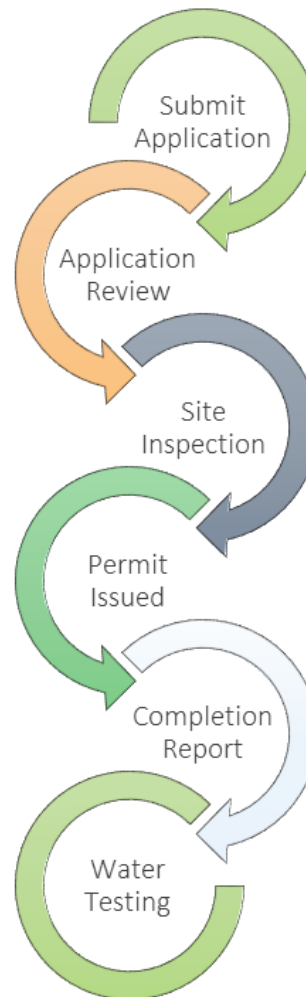
The application fee (FY16/17) for a Well Permit is **\$110**. The estimated review time for a well permit application is **5 to 10 working days**.

Other Approvals Required

Depending on the location of the proposed well, approvals from other departments and agencies may be required prior to issuance of a Well Permit, including:

- **Historic District Commission (HDC)** if the property is located in a locally designated historic district and the well is visible from the public right of way (see [Page 20](#) for more information)
- **Planning and Zoning Commission (PZC)** if the use requires Site Plan, Special Permit or Subdivision Approval (see [Page 7](#) for more information)
- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information)
- **Connecticut Department of Public Health (DPH)** for public water supply wells.

We recommend **obtaining these approvals prior to submitting a Well Permit application** to reduce the chance that your application will be denied for lack of requisite approvals.



Review & Inspections

Upon receipt of the application, the Mansfield Sanitarian will review the application and schedule a site visit. Any deficiencies in the application will need to be corrected prior to issuance of a permit.

Well Installation

Once the well has been drilled, a yield test must be performed and a well completion report submitted to the Sanitarian.

Water Testing

The well owner must arrange for testing of the water by a state approved laboratory. If the sample fails the water quality test, the well must be disinfected and/or treatment added and retested until the water sample meets public health code standards. Water analysis reports must be submitted to the Health District for review and approval.

Contact Us

EHHD coordinates receipt and review of all health district permit applications as well as their review of applications for other types of permits, including but not limited to Site Plans, Special Permits, Subdivisions, Zoning Permits and Building Permits. All correspondence related to pending applications and potential violations of the health code should be addressed as follows:

By Mail

Eastern Highlands Health District
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

ehhd@ehhd.org

By Telephone

860.429.3325

Health District Permits



Septic System: Modifications to Use, Lot Boundaries, and Location/Size of Structures (B100A Permit)

Overview

If your property is currently served by a septic system, changes in use, lot boundaries and location/size of structures need to be reviewed by the Health District to ensure that your septic system will continue to function as designed and that a future septic system repair area remains on the property. The permit to authorize these changes is commonly referred to as a B100A Permit. For

Permit Fees & Timeframe

The application fees (FY16/17) for B100A Permits are as follows:

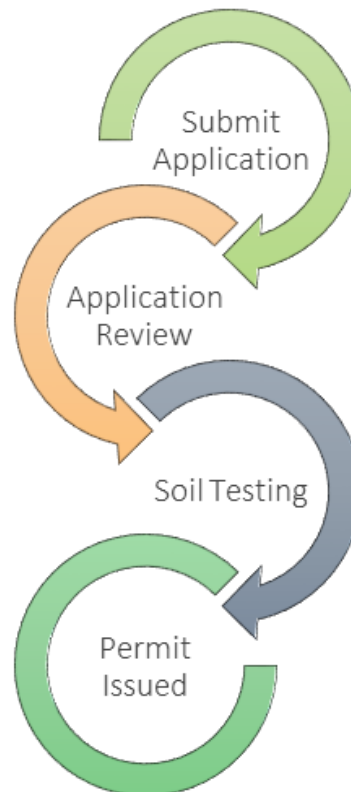
- Building Conversion or Change in Use: **\$65**
- Living Space Increase (additions/expansions): **\$65**
- Accessory Structures: **\$50**
- Lot Line Changes: **\$50**

The initial review time for a B100A permit application is **5 to 10 working days**; additional time may be needed to complete the process if soil testing is required.

Other Approvals Required

Depending on the type and nature of the proposed project, approvals from other departments and agencies may be required in addition to a B100A permit, including:

- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see [Page 20](#) for more information)
- **Planning and Zoning Commission (PZC)** if the use requires Site Plan, Special Permit or Subdivision Approval (see [Page 7](#) for more information). For these project types, it is recommended that you obtain a B100A approval prior to submitting a PZC application.
- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information).
- A **Zoning Permit** is required for any project where changes to the site and/or exterior of the structure are subject to requirements in the Zoning Regulations (see [Page 36](#) for more information).



Application Requirements

Complete and submit the [B100A Application Form](#) along with a site plan, other required documentation and applicable fee to EHHD. Contact EHHD with any questions regarding level of site plan details required.

Soil Testing

Soil test data (deep test pits and percolation data) are required for the review of this application. If soil test data is not on file for your property with EHHD, you will need to file an [Application for Soil Testing](#) and schedule an appointment with the Mansfield Sanitarian. (Additional fees apply). Please be advised that there may be a 2 to 3 week lead time for scheduling soil tests.

Other Approvals (continued)

- A **Building Permit** is required for projects that meet the thresholds established in the state building codes (see [Page 40](#) for more information).

Contact Us

EHHD coordinates receipt and review of all health district permit applications as well as their review of applications for other types of permits, including but not limited to Site Plans, Special Permits, Subdivisions, Zoning Permits and Building Permits. All correspondence related to pending applications and potential violations of the health code should be addressed as follows:

By Mail

Eastern Highlands Health District
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

ehhd@ehhd.org

By Telephone

860.429.3325

Health District Permits

Septic System: New Construction



Overview

If your property is located in an area without access to public sewers, approval of a septic system is required prior to commencement of any construction, including installation of foundations. For more information, please refer to the [EHHD Guide to Building Projects and Septic System Installations](#).

Permit Fees & Timeframe

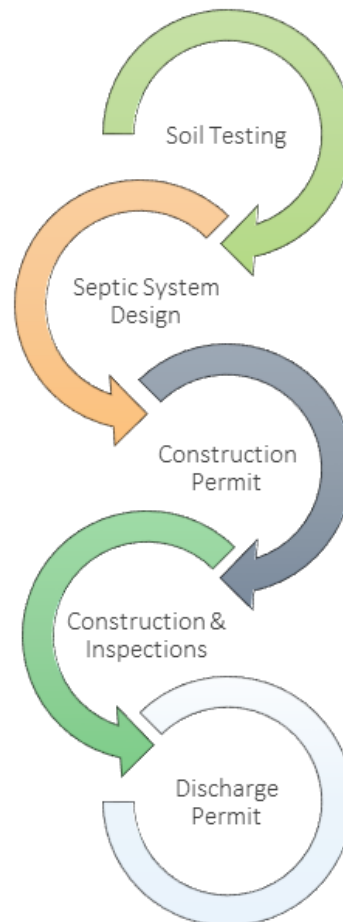
Permit fees vary depending on the scope of work. See the [EHHD Fee Schedule](#) for a full listing of application fees (FY16/17) for Septic System Permits.

The initial review time to review an application to construct a septic system is **10 working days**; additional time may be needed to complete the process if soil testing is required.

Other Approvals Required

Depending on the type and nature of the proposed project, approvals from other departments and agencies may be required in addition to a Septic System permit, including:

- **Planning and Zoning Commission (PZC)** if the use requires Site Plan, Special Permit or Subdivision Approval (see [Page 7](#) for more information). For these project types, it is recommended that you obtain a B100A approval prior to submitting a PZC application.
- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information).
- A **Zoning Permit** is required for any project where changes to the site and/or exterior of the structure are subject to requirements in the Zoning Regulations (see [Page 36](#) for more information).
- A **Building Permit** is required for projects that meet the thresholds established in the state building codes (see [Page 40](#) for more information).



Soil Testing

Soil test data (deep test pits and percolation data) are required for the review of this application. If soil test data is not on file for your property with EHHD, you will need to file an [Application for Soil Testing](#) and schedule an appointment with the Mansfield Sanitarian. (Additional fees apply). Please be advised that there may be a 2 to 3 week lead time for scheduling soil tests.

Septic System Design

Complete and submit the [Application for Plan Review](#) along with required documentation and applicable fee to EHHD.

Construction Permit

Complete and submit the [Application for Permit to Construct or Repair a Sewage Disposal System](#) with required documentation and fee.

Construction and Inspections

EHHD inspections are required during construction. Minimum 24 hour notice required to schedule an inspection. A discharge permit will not be issued until the final inspection has been approved and an as-built plan provided.

Contact Us

EHHD coordinates receipt and review of all health district permit applications as well as their review of applications for other types of permits, including but not limited to Site Plans, Special Permits, Subdivisions, Zoning Permits and Building Permits. All correspondence related to pending applications and potential violations of the health code should be addressed as follows:

By Mail

Eastern Highlands Health District
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

ehhd@ehhd.org

By Telephone

860.429.3325

Health District Permits

Septic System: Subdivision



Overview

Proposed subdivisions must demonstrate that each lot can support a code compliant septic system before they can be approved by the Planning and Zoning Commission. As such, applicants must submit an [Application for Plan Review](#) with the EHHD in addition to the required PZC subdivision application.

Permit Fees & Timeframe

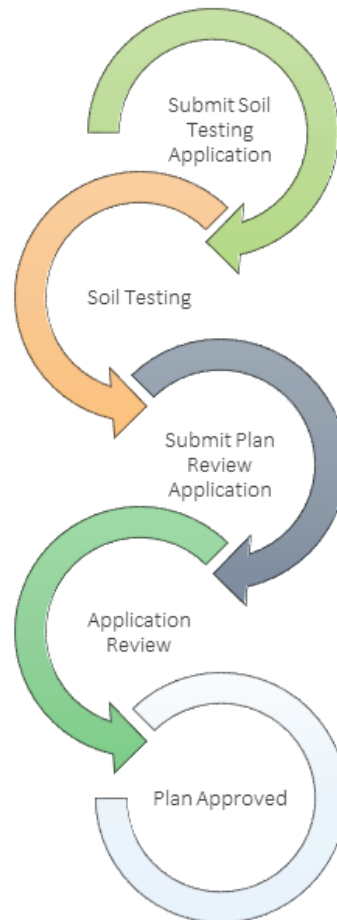
The application fees (FY16/17) for a subdivision plan review is **\$120 per lot**. This fee **does not include soil testing fees**, which are based on the number of percolation tests and deep hole test pits. See the [EHHD Fee Schedule](#) for more information.

The review time is estimated to be **10 to 15 working days**. Please note that this estimate does not include the time needed for soil testing. A 2 to 3 week lead time may be needed for scheduling soil tests.

Other Approvals Required

Depending on the type and nature of the proposed project, approvals from other departments and agencies may be required in addition to a B100A permit, including:

- **Planning and Zoning Commission (PZC)** approval is required for any subdivisions or resubdivisions (see [Page 7](#) for more information). As EHHD approval will be required as part of the subdivision process, we recommend submitting your application for EHHD plan review prior to submitting a PZC application.
- **Inland Wetlands Agency (IWA)** approval is required for any work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information).



Application Requirements

The following applications will be required to complete this process:

- [Application for Soil Testing](#)
- [Application for Plan Review](#)

Soil Testing

Soil test data (deep test pits and percolation data) are required for the review of subdivision plans. In addition to the Application for Plan Review, you will need to file an application for soil testing and schedule an appointment with the Mansfield Sanitarian.

Application Review

The Sanitarian will review the proposed subdivision plan and identify revisions based upon soil test data and public health code requirements. The plan will not be approved until these revisions have been

Contact Us

EHHD coordinates receipt and review of all health district permit applications as well as their review of applications for other types of permits, including but not limited to Site Plans, Special Permits, Subdivisions, Zoning Permits and Building Permits. All correspondence related to pending applications and potential violations of the health code should be addressed as follows:

By Mail

Eastern Highlands Health District
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

ehhd@ehhd.org

By Telephone

860.429.3325

Health District Permits

Food Service Establishments: Plan Review and Licenses



Overview

Eastern Highlands Health District (EHHD) requires a Food Service Establishment Plan review for all new or remodeled food service establishments (including itinerant food vendors) and for all changes of ownership of an existing facility. This process ensures that the facility complies with all applicable Health Codes and fosters safe food handling procedures, adequate sanitation and good personal hygiene practices. For more information on the process and related forms, please see [EHHD's Food Service Plan Review Packet](#).

Permit Fees & Timeframe

The application fees (FY16/17) for Food Establishment Plan Reviews are as follows:

- [Class I and II](#): \$155
- [Class III and IV](#): \$240
- Itinerant food vendor mobile unit: \$90

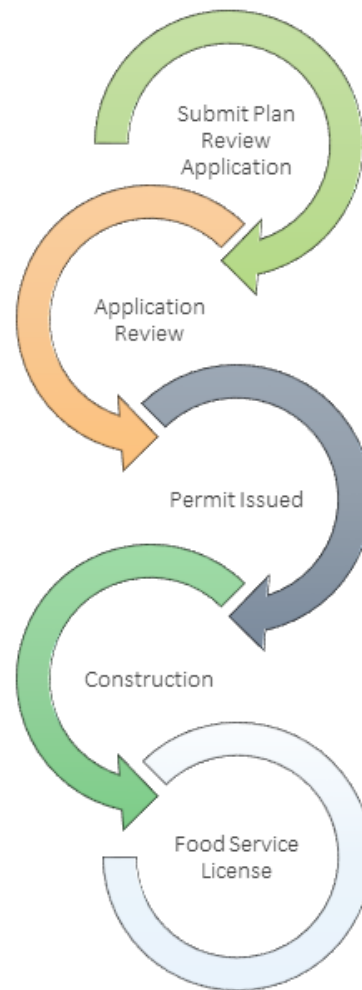
Additional fees for Food Establishment Licenses apply; see [EHHD fee schedule](#) for more information.

The initial review time is estimated to be **20 working days**.

Other Approvals Required

Depending on the type and nature of the proposed project, approvals from other departments and agencies may be required, including:

- [EHHD Septic System](#) approval (See [Page 31](#) for more information on new septic systems/repairs to existing systems and [Page 32](#) for review of the existing Septic System through the B100A Permit process).
- [Planning and Zoning Commission \(PZC\)](#) approval if the use requires Site Plan or Special Permit (see [Page 7](#) for more information).
- A [Zoning Permit](#) is required for any project where changes to the site and/or exterior of the structure are subject to requirements in the Zoning Regulations (see [Page 36](#) for more information).
- A [Building Permit](#) is required for projects that meet the thresholds established in the state building codes (see [Page 40](#) for more information).



Food Service Establishment Plan Review Application

This [application](#) is required whenever a food service establishment is constructed or remodeled and whenever an existing structure is converted to use as a food service establishment.

Application Review

The Sanitarian will review the application for compliance with applicable Code requirements. Separate applications may be needed for review of associated well and septic systems.

Construction & Inspections

Once permits are issued, the Sanitarian will inspect construction for compliance with approved plans. In addition to construction inspections, pre-operational and final opening inspections are also required. A [Food Service License application](#) must be filed prior to scheduling a pre-operational inspection.

Contact Us

EHHD coordinates receipt and review of all health district permit applications as well as their review of applications for other types of permits, including but not limited to Site Plans, Special Permits, Subdivisions, Zoning Permits and Building Permits. All correspondence related to pending applications and potential violations of the health code should be addressed as follows:

By Mail

Eastern Highlands Health District
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

ehhd@ehhd.org

By Telephone

860.429.3325

Zoning Permits

Buildings (new and alterations) ■ Site Improvements ■ Lot Line Revisions ■ Signs ■ Changes in Use ■ Home Occupations



Overview

Janell Mullen ■ Assistant Planner/Zoning Enforcement Officer (ZEO)

Pursuant to [Mansfield Zoning Regulations](#), a **Zoning Permit is required** for the following activities:

- Revisions to lot lines;
- Erection, placement, or enlargement of any **building or structure**, including accessory buildings;
- **Alteration (external or internal) of existing buildings** as authorized by the Planning and Zoning Commission;
- **Site work and site improvements** such as tree removal, site grading, drainage improvements, road/driveway improvements, etc., associated with projects that have received Site Plan, Subdivision, or Special Permit approval from the Planning and Zoning Commission or for projects located in the Storrs Center Special Design District (SC-SDD);
- Erection, placement or enlargement of any **sign** for which a permit is required by Article 10, Section C of the Zoning Regulations; and
- Erection, placement, or enlargement of an structure, sign, fence, wall or similar site improvements for properties located in the following **historic villages**: Eagleville, Gurleyville, Hanks Hill, Mansfield Center, Mansfield Depot, Mansfield Four Corners, Mansfield Hollow, Mount Hope, Spring Hill and Wormwood Hill. (See Map for specific locations); and
- **Live and/or Amplified Music** pursuant to Article 10, Section I as an accessory use permit.

Additionally, a **Home Occupation Permit** must be obtained prior to commencing a Home Occupation. For more information, see Article 10, Section N of the Mansfield Zoning Regulations.

It is important to note that there may be some activities that require a Zoning Permit even if a Building Permit is not required by the State Building Code. Please contact the Zoning Enforcement Officer if you have any questions as to whether a Zoning Permit is required for a proposed project.

Statutes and Regulations

[Chapter 124, Connecticut General Statutes](#)

[Mansfield Zoning Regulations](#)

[Mansfield Subdivision Regulations](#)

I'm looking for information on . . .

Zoning Permit Fees and Review Process [Page 37](#)

Home Occupation Permits [Page 38](#)

Additional information and related forms can be found on the Department's website: <http://www.mansfieldct.gov/content/1914/2787/default.aspx>

Contact Us

The Department of Planning and Development coordinates receipt and review of Zoning Permit applications. All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Mansfield Zoning Enforcement Officer
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

planzonedept@mansfieldct.org

By Telephone

860.429.3341

Zoning Permits

Zoning Permit Fees and Review Process



Permit Fees and Timeframe

The following application fees **include a \$60 fee** imposed by the State of Connecticut:

- Accessory Structures (decks, pools, sheds, etc.) and additions with construction cost of less than \$5,000: **\$85**; more than \$5,000: **\$110**
- New Single-Family Residence: **\$210**
- New Multi-Family Residence: **\$50/unit + \$60**
- New commercial Building: **\$210**
- Property Line Revision: **\$110**
- Sign: **\$85**
- Temporary Trailer (office or residential): **\$85**
- Other Zoning Permits: **\$85**

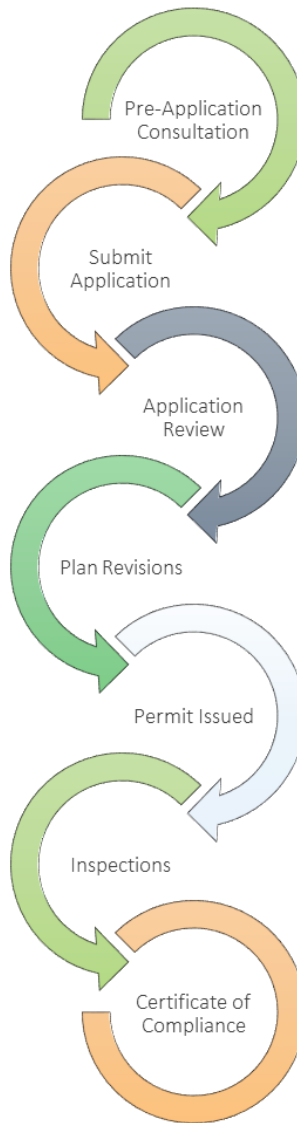
The timeframe for review and approval depends on the scope of work as well as status of other required permits. Most permits will be issued within **one (1) to four (4) weeks**.

Other Approvals Required

Depending on the scope of work, approvals from other departments and agencies may be required prior to issuance of a Zoning Permit, including:

- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see [Page 20](#) for more information)
- **Planning and Zoning Commission (PZC)** if the use requires Site Plan, Special Permit or Subdivision Approval (see [Page 7](#) for more information)
- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information)
- **Eastern Highlands Health District (EHHD)** if the project involves food service or changes to the site that could impact well and septic systems (see [Page 30](#) for more information)
- **Engineering** if the project that involves work within a public right-of-way or a connection to the public sewer system (See [Page 26](#) for more information)
- **Storrs Center Landlord** approval is needed for any projects within the Storrs Center Special Design District (SC-SDD).

We recommend **obtaining these approvals prior to submitting a Zoning Permit application** to reduce the chance that your application will be denied for lack of requisite approvals.



Consultation Recommended

If you have any question as to whether a permit is required or other approvals that might be needed, contact the [Zoning Enforcement Officer](#) for assistance. **No Zoning Permit will be issued until Engineering, the Inland Wetlands Agent and Eastern Highlands Health District have authorized issuance.**

Construction & Inspections

The applicant is responsible for scheduling site inspections. For larger projects, we recommend regular inspections rather than waiting to the end of the project and scheduling one final inspection. If you fail an inspection, you will need to correct the work and call for another inspection.

Certificate of Occupancy

Upon passing the final inspection, a Certificate of Compliance will be issued provided construction conforms with Zoning Regulations and permit conditions.

Contact Us

The Department of Planning and Development coordinates receipt and review of Zoning Permit applications. All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Mansfield Zoning Enforcement Officer
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Zoning Permits

Home Occupation Permits and Renewal Requirements



When is a Home Occupation Permit Required?

The Mansfield Zoning Regulations distinguish between Personal Business Uses, which are permitted by-right and do not require any type of permit, and Home Occupations, which require a Home Occupation Permit that must be renewed every two years.

Personal Business Use

A residence may be used by its occupant for personal business purposes provided the following conditions are met: No external evidence of the business is visible, and there is no outside storage of machinery, construction vehicles, equipment or supplies;

- No persons are employed other than occupants of the residence;
- All business with other people is conducted by mail or telephone; there are no on-site meetings with other people;
- No business signs are erected;
- No pedestrian or vehicular traffic other than that normally associated with a residence is generated; and
- No accessory buildings are used for personal business purposes.

Permit Fees and Timeframe

The application fee for a new Home Occupation Permit **includes a \$60 fee** imposed by the State of Connecticut:

- New Home Occupation Permit: **\$135**
- Home Occupation Renewal: **\$50**

The timeframe for review and approval depends on the scope of work as well as status of other required permits. Most permits will be issued within **one (1) to four (4) weeks**.

Other Approvals Required

A Home Occupation Permit will not be issued until the Eastern Highlands Health District, Fire Marshal, Building Official and Inland Wetlands Agent have indicated that all applicable Health Code, Fire Code, Building Code and Wetlands requirements have been satisfactorily addressed. Depending on the scope of work, other approvals may also be needed, such as:

- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see [Page 20](#) for more information)
- **Engineering** if the project that involves work within a public right-of-way or a connection to the public sewer system (See [Page 26](#) for more information)

We recommend consulting with these agencies or obtaining these approvals **prior to submitting a Home Occupation Permit application**.

Home Occupations

Businesses that **do not meet the Personal Business criteria** must obtain a Home Occupation Permit in accordance with the requirements of [Article 10, Section N of the Zoning Regulations](#). Please note that the types of permitted Home Occupations vary based on the Zoning District in which the property is located.

Additionally, the following activities are **not permitted in any zone as a Home Occupation**:

- Restaurants and other eating/drinking establishments;
- Kennels;
- Animal Hospitals;
- Automotive Repairs
- Small Engine Repairs; and
- Any other use which in the opinion of the Zoning Enforcement Officer or Planning and Zoning Commission would create conditions prohibited by [Article 10, Section N.2 of the Zoning Regulations](#).

Expiration and Transferability

Once issued, a Home Occupation Permit is valid until January 1st of the next even-numbered year. Upon application of the permit holder, the Home Occupation Permit may be renewed for additional periods of two-years. Permits are not transferable.

Contact Us

The Department of Planning and Development coordinates receipt and review of Home Occupation Permit applications. All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Mansfield Zoning Enforcement Officer
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Zoning Permits

Home Occupation Permits and Renewal Requirements

Z

Overview

A residence may be used by its occupant for personal business purposes provided the following conditions are met. Businesses that **do not meet these conditions** must obtain a Home Occupation Permit in accordance with the requirements of [Article 10, Section N of the Zoning Regulations](#).

- No external evidence of the business is visible, and there is no outside storage of machinery, construction vehicles, equipment or supplies;
- No persons are employed other than occupants of the residence;
- All business with other people is conducted by mail or telephone; there are no on-site meetings with other people;
- No business signs are erected;
- No pedestrian or vehicular traffic other than that normally associated with a residence is generated; and

Permit Fees and Timeframe

The application fee for a new Home Occupation Permit **includes a \$60 fee** imposed by the State of Connecticut:

- New Home Occupation Permit: **\$135**
- Home Occupation Renewal: **\$50**

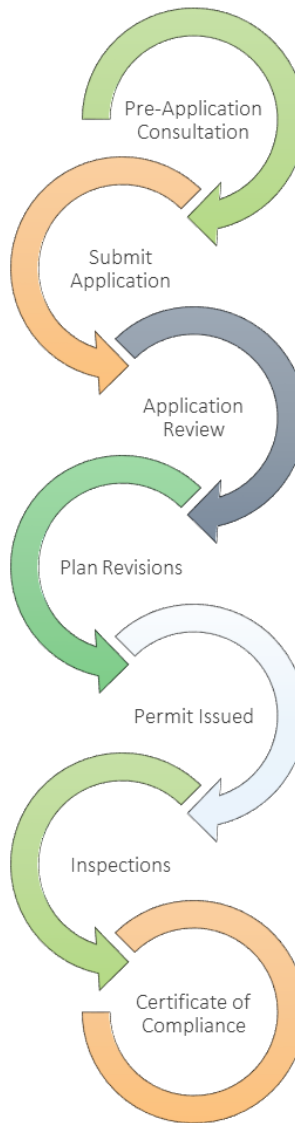
The timeframe for review and approval depends on the scope of work as well as status of other required permits. Most permits will be issued within **one (1) to four (4) weeks**.

Other Approvals Required

A Home Occupation Permit will not be issued until the Eastern Highlands Health District, Fire Marshal, Building Official and Inland Wetlands Agent have indicated that all applicable Health Code, Fire Code, Building Code and Wetlands requirements have been satisfactorily addressed. Depending on the scope of work, other approvals may also be needed, such as:

- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see Page — for more information)
- **Engineering** if the project that involves work within a public right-of-way or a connection to the public sewer system (See Page — for more information)

We recommend consulting with these agencies or obtaining these approvals **prior to submitting a Home Occupation Permit application**.



Consultation Recommended

If you have any question as to whether a permit is required or other approvals that might be needed, contact the [Zoning Enforcement Officer](#) for assistance. **No Zoning Permit will be issued until Engineering, the Inland Wetlands Agent and Eastern Highlands Health District have authorized issuance.**

Construction & Inspections

The applicant is responsible for scheduling inspections during construction. For larger projects, we recommend regular inspections rather than waiting to the end of the project and scheduling one final inspection. If you fail an inspection, you will need to correct the work and call for another inspection.

Certificate of Occupancy

Upon passing the final inspection, a Certificate of Compliance will be issued provided construction also conforms with Zoning Regulations and permit conditions.

Contact Us

The Department of Planning and Development coordinates receipt and review of Home Occupancy Permit applications. All applications, letters related to pending applications, and other correspondence should be addressed as follows:

By Mail

Mansfield Zoning Enforcement Officer
c/o Department of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email: planzonedept@mansfieldct.org

By Telephone: 860.429.3341

Building and Fire Marshal Permits

Building Permits ■ Fire Marshal Construction Permits

B

Overview

Michael Nintean ■ Director of Building and Housing Inspection/Building Official

Charles Cosgrove ■ Acting Deputy Chief/Fire Marshal

Building Department and Fire Department officials work to ensure compliance with and enforcement of Connecticut codes for building construction, fire prevention, safety, demolition of structures, and the health and welfare of all persons in Mansfield. This is done through plan review, site inspections, and the issuing of citations, fees and penalties.

Codes and Regulations

The State of Connecticut uses the following codes to regulate building construction. Each of these codes has a [supplement specific to the State of Connecticut](#) which is prepared by the Office of the State Building Inspector. The Town is mandated by law to enforce these codes and ensure that all building projects meet these standards.

- 2012 International Building Code
- 2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities
- 2012 International Existing Building Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Energy Conservation Code
- 2014 NFPA 70, National Electrical Code of the National Fire Protection Association, Inc.
- 2012 International Residential Code of the International Code Council, Inc.

Copies of the International Codes may be obtained from the International Code Council: www.iccsafe.org.

Copies of the 2014 NFPA 70, National Electrical Code, may be obtained from the National Fire Protection Association: www.nfpa.org.

I'm looking for information on . . .

Overview of Permit Types and Applicable Codes [Page 41](#)

Projects that do not require a Building Permit [Page 42](#)

Building Permit Review & Inspection Process [Page 43](#)

Building Permit Fees [Page 44](#)

Additional information and related forms can be found on the [Department's website: http://www.mansfieldct.gov/content/1914/1953/default.aspx](http://www.mansfieldct.gov/content/1914/1953/default.aspx).

In addition to construction projects, **Fire Marshal authorization** is also required for other activities such as open burning, removal of underground storage tanks, explosives and blasting, and fireworks. See [Page 46](#) for more information.

Contact Us

The Department of Building and Housing Inspection coordinates receipt and review of all building permit applications. All correspondence related to pending applications and potential violations of the building code should be addressed as follows:

By Mail

Mansfield Dept. of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.429.3324

Building and Fire Marshal Permits

Overview of Permit Types and Building Codes

B

International Residential Code (IRC)

The International Residential Code only applies to the following types of construction:

- One and Two-Family Dwellings;
- Multi-Family Townhouses that are no more than 3 stories in height; and
- Related Accessory Structures

No Building Permit Required*

The following projects do not require a building permit:

- A one-story detached accessory structure less than 200 square feet
- Fences not over 7 feet high
- Retaining walls not over 3 feet high
- Water tanks not exceeding 5,000 gallons and with height to diameter or width ratio that does not exceed 2:1
- Sidewalks, driveways and on grade concrete or masonry patios no more than 30 inches above adjacent grade and not over a basement/story below
- Prefabricated swimming pools less than 24 inches deep
- Swings, non-habitable tree houses and other playground equipment
- Window awnings projecting no more than 54 inches from exterior and don't require additional support
- Decks not exceeding 200 square feet and not attached to a dwelling or serve as an exit
- Portable fuel cell appliances not connected
- Plumbing clearing and fixing of blockages or leaking pipes

International Building Code (IBC)

Any structures not covered by the International Residential Code are subject to the provisions of the International Building Code (IBC). These are commonly larger commercial structures or residential buildings/complexes. Due to the type of construction involved, [review and approval by the Fire Marshal is also generally required for these project types](#). Fire Marshal review is not required for the following project types under the IBC: plumbing; roofing and siding.

*Other Permits May be Needed

While these projects may be exempt from needing a Building Permit, Zoning and Engineering Permits may still be required. Please contact the Zoning Enforcement Officer at 860.429.3330 or planzonedept@mansfieldct.org to determine whether a permit is needed for your project.

Contact Us

For a complete list of projects that are allowed and/or require permits, please consult the Building Department.

By Mail

Mansfield Dept. of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.429.3324

Building and Fire Marshal Permits

Building Permit Process

B

Overview

A building permit is required to construct, enlarge, alter, or demolish a structure, change the occupancy of a structure requiring greater strength, exit or sanitary provisions, or change to another use, or to install or alter any equipment when regulated by the Code.

Permit Fees & Timeframe

By law, all permits must be reviewed and ruled on within **30 days** of receipt. However, staff makes every attempt to review and rule on applications as quickly as possible.

A full fee schedule can be found on Page [44](#).

Other Approvals Required

Depending on the scope of work, approvals from other departments and agencies may be required prior to issuance of a Building Permit, including:

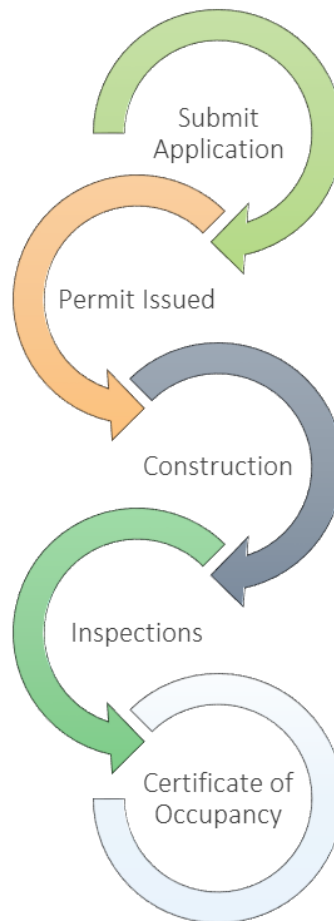
- **Historic District Commission (HDC)** if the property is located in a locally designated historic district (see [Page 14](#) for more information)
- **Planning and Zoning Commission (PZC)** if the use requires Site Plan, Special Permit or Subdivision Approval (see [Page 7](#) for more information)
- **Inland Wetlands Agency (IWA)** if the project involves site work within 150 feet of a wetland, watercourse or waterbody (see [Page 14](#) for more information)
- **Eastern Highlands Health District (EHHD)** if the project involves food service or changes to the site that could impact well and septic systems (see [Page 30](#) for more information)
- **Zoning Enforcement Officer (ZEO)** approval is required for any project where changes to the site and/or exterior of the structure are subject to requirements in the Zoning Regulations (see [Page 36](#) for more information)

We recommend **obtaining these approvals prior to submitting a Building Permit application** to reduce the chance that your application will be denied for lack of requisite approvals.

Permit Process:

No Plan Review Required

See next page for process when plan review is required



Certain project types do not require any type of plan review prior to issuance of a permit, including roof permits, and most residential trade permits (plumbing, electrical, mechanical).

Construction & Inspections

The applicant is responsible for scheduling inspections during construction. We require regular inspections to ensure work is proceeding according to Code rather than waiting to the end of the project and scheduling one final inspection. If you fail an inspection, you will need to correct the work and call for another inspection.

Certificate of Occupancy

Upon passing your final inspection, a Certificate of Occupancy will be issued provided construction also conforms with requirements of all associated regulatory agencies.

Contact Us

Please consult the Building Department on any questions regarding the permit review and construction inspection process.

By Mail

Mansfield Dept. of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.429.3324

Building and Fire Marshal Permits

Building Permit Process

B

Permit Process: Plan Review Required

Most Building Permits require review of plans to determine compliance with required building and fire codes prior to issuance of a permit.

Fire Marshal Review

In addition to the other required approvals noted on the previous page, **Fire Marshal review and approval is required for projects that are regulated by the International Building Code (IBC)**. Fire Marshal Review is not required for projects regulated by the International Residential Code (IRC): one and two family homes; multi-family townhouse and associated accessory structures.

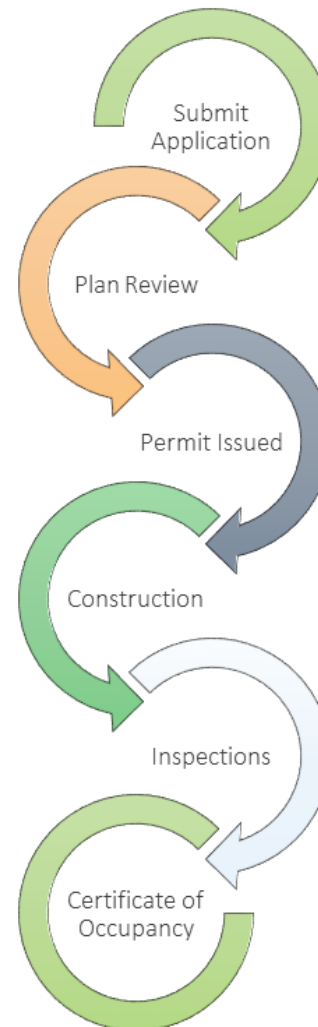
When Fire Marshal Review is required, additional fees apply pursuant to the Fee Schedule on [Page 41](#). The timeframe for review remains **30 days**, as both the Fire Marshal and Building Official are mandated by state law to review and rule on permit applications within that timeframe.

*Fire Marshal Inspections

For projects that require Fire Marshal review and approval, contractors must also schedule construction inspections with the Fire Marshal. Whenever possible, Fire Marshal and Building Officials will try to schedule joint inspections. Please call [860.429.3328](tel:860.429.3328) or email FireMarshal@mansfieldct.org to schedule your inspections.

Residential Plan Review Fees

Please be advised that a non-refundable plan review fee is required for new dwelling units in addition to the normal building permit fee based on project cost. See Fee Schedule on [Page 44](#) for more information.



Plan Review

Code officials will review your application for compliance with applicable codes. If the plans do not conform to requirements, the application will be rejected with a series of comments identifying needed corrections. Once all deficiencies have been addressed, a permit will be issued.

Construction & Inspections*

The applicant is responsible for scheduling inspections during construction. We require regular inspections to ensure work is proceeding according to Code rather than waiting to the end of the project and scheduling one final inspection. If you fail an inspection, you will need to correct the work and call for another inspection.

Certificate of Occupancy

Upon passing your final inspection, a Certificate of Occupancy will be issued provided construction also conforms with requirements of all associated regulatory agencies.

Contact Us

Please consult the Building Department on any questions regarding the permit review and construction inspection process.

By Mail

Mansfield Dept. of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.429.3324

Building and Fire Marshal Permits

Permit Fees

B

Overview

Permit fees are based on the total cost of the project rounded to the nearest \$1,000. The following fee schedule includes the mandatory State of Connecticut Education Fee (\$0.26/\$1,000 construction value) for all building permits with the exception of demolition permits.

TOTAL VALUE OF CONSTRUCTION: BETWEEN \$0 AND \$1,000		MINIMUM FEE
Residential (1 & 2 Family Dwellings and Townhouses)		\$25.26
Commercial (Fire Marshal plan review /approval not required)		\$25.26
Residential (3 Family Dwelling and above—Fire Marshal plan review / approval is required)		\$50.26
Commercial (Fire Marshal plan review / approval is required)		\$50.26
Demolition		\$25.00
TOTAL VALUE OF CONSTRUCTION: OVER \$1,000		FEE PER \$1,000
Residential (1 & 2 Family Dwellings and Townhouses)		\$13.51
Commercial (Fire Marshal plan review / approval not required)		\$15.51
Residential (3 Family Dwelling and above—Fire Marshal plan review / approval is required)		\$22.26
Commercial (Fire Marshal plan review / approval is required)		\$22.26
Sign Permits		\$15.51
Demolition		\$12.50
OTHER FEES		FEE PER \$1,000
Inspection of <i>existing</i> fuel appliances (woodstoves, pellet stoves, fireplaces, gas appliances, etc.)		\$35.00
Residential Plan Review Fee Per New Dwelling Unit (1 & 2 Family Dwelling & Townhouses) - Non-refundable		\$250.00/unit
Residential Plan Review Fee Per New Dwelling Unit (3 Family Dwelling & above) - Non-refundable		\$350.00/unit
Refunds—The owner/applicant can make a written request for a refund, less a nonrefundable plan review/administrative fee		15% or \$50.00 of permit fee (whichever is greater)
Special Professional & Technical Services		Per C.G.S. 29-276b

Contact Us

Please consult the Building Department with any questions on the above fee schedule.

By Mail

Mansfield Dept. of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.429.3324

MISCELLANEOUS PERMITS

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• Open Burning	<u>47</u>
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Fire Marshal Permits

Open Burning ■ UST Removal ■ Explosives/Blasting ■ Fireworks/Special Effects



Overview

Charles Cosgrove ■ Acting Deputy Chief/Fire Marshal

The goals of the Office of the Fire Marshal are to:

- Prevent hostile fires and/or reduce the impact of a fire
- Enforce the fire codes
- Develop fire safe behavior in Mansfield
- Encourage use of built-in fire protection devices
- Provide fire protection resources and expertise to the community

To accomplish these goals the office of the Fire Marshal inspects public buildings, conducts plan reviews, provides fire prevention and safety education programs, investigates fires, explosions, complaints, and provides voluntary home safety surveys to residents. In addition, the Office of the Fire Marshal administers the Town's Fire Safety Inspection Program, Open Burning Program and Underground Petroleum Storage Tank Program, Fireworks, Pyrotechnics, and Fire Lane Emergency Vehicle Access.

Codes and Regulations

Open Burning ■ [Chapter 114, Mansfield Code of Ordinances](#)

Purchase, Transport and Use of Explosives ■ [Chapter 541, Sec. 29-343 through 29-355, CGS](#)

Fireworks and Special Effects Permits ■ [Chapter 541, Sec. 29-356 through 29-366., CGS](#)

I'm looking for information on . . .

Open Burning Permits [Page 47](#)

Underground Storage Tank (UST) Removal Permit [Page 48](#)

Explosives and Blasting Permits [Page 49](#)

Fireworks and Special Effects Permit [Page 50](#)

Additional information and related forms can be found on the [Department's website: http://www.mansfieldct.gov/content/1914/3988/default.aspx](http://www.mansfieldct.gov/content/1914/3988/default.aspx).

In addition to permits required for activities involving flammable materials, **Fire Marshal review and approval** is also required prior to issuance of Building Permits for projects regulated by the International Building Code (IBC). See [Page 41](#) for more information.

Contact Us

The Office of the Fire Marshal coordinates receipt and review of Open Burning, UST Removal, Explosives/Blasting, and Fireworks/Special Effects Permits in Mansfield. All correspondence related to pending applications should be addressed as follows:

By Mail

Town of Mansfield
Office of the Fire Marshal
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

FireMarshal@mansfieldct.org

By Telephone

860.429.3328

Fire Marshal Permits

Open Burning Certificate



Overview

An Open Burning Certificate is required prior to any burning of brush or other vegetative material for the purposes of disposing of brush on residential property; for the prevention, control or destruction of diseases and pests; and agricultural burning for vegetation management. Verbal permission from the Fire Marshal is also required for recreational bonfires that exceed 3 feet in any dimension.

Permit Fees & Timeframe

By law, all permits must be reviewed and ruled on within **30 days** of receipt. However, staff makes every attempt to review and rule on applications as quickly as possible.

There are **no permit fees** for Open Burning Certificates.

Certificate Revocation

Previously issued Open Burning Permits may be revoked by the Fire Marshal if one or more of the following conditions exists:

- When national or state ambient air quality standards may be exceeded;
- Where a hazardous health condition might be created;
- When the Air Quality Index (AQI) is forecast to be 75 or higher anywhere in the state;
- When the Forest Fire Danger index is high, very high, or extreme and where woodland or grassland is within 100 feet of the proposed burn;
- When there is and advisory from the DEEP Commissioner of any air pollution episode;
- When burning any material other than what was specified on the permit; or
- When burning on property other than residential property upon which the permittee resides. This condition does not apply to permits issued for agricultural uses.

If you have any questions with regard to whether your permit is still valid, please contact the Fire Marshal before proceeding with your planned burn.



Application Types

There are two different Open Burning Permit Applications:

- Residential Property (where permittee resides on the property); and
- Agricultural Uses (where permittee does not reside on the property)

Review and Inspections

The Fire Marshall will review the proposed activity and inspect the site to determine if the proposed open burn conforms to Code requirements (see [Chapter 114-5 of the Code of Ordinances](#) for denial criteria).

Permit Issuance

Open Burning Permits are valid for the day and time specified on the permit. On the day of the proposed burn, the permittee shall call the Fire Department to determine the degree of fire hazard and notify them that open burning will be conducted at the proposed location. The permittee shall provide the hours of the proposed burn and their telephone number.

Contact Us

Please consult the Office of the Mansfield Fire Marshal on any questions regarding the Open Burning Certificate process.

By Mail

Town of Mansfield
Office of the Fire Marshal
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

FireMarshal@mansfieldct.org

By Telephone

860.429.3328

Fire Marshal Permits

Underground Storage Tank (UST) Removal/Closure



Overview

Removal or permanent closure of Underground Storage Tanks (UST) requires approval from the Mansfield Fire Marshal prior to undertaking any activities. Operation, removal and closure of USTs are regulated by the Connecticut Department of Energy and Environmental Protection. For more information on State Regulations, please refer to [CTDEEP's Underground Storage Tank Regulatory Summary \(http://www.ct.gov/deep/cwp/view.asp?a=2692&q=322596&depNav_GID=1652\)](http://www.ct.gov/deep/cwp/view.asp?a=2692&q=322596&depNav_GID=1652).

Permit Fees & Timeframe

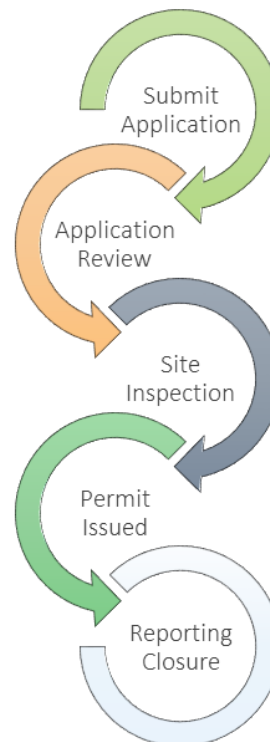
By law, all permits must be reviewed and ruled on within **30 days** of receipt. However, staff makes every attempt to review and rule on applications as quickly as possible.

There are **no permit fees** for permits to close or remove an Underground Storage Tank (UST).

Steps to Complete Prior to Application

Prior to submitting your application to remove or close an underground storage tank, please make sure to complete the following steps and submit appropriate documentation with the application:

- Register the tank with the Mansfield Fire Marshal
- Review and implement safety measures for the tank removal (Call Before You Dig, etc.)
- Prepare a hazardous materials/soils removal plan
- Identify an appropriate disposal location for the tank, pipes and fixtures.



Application Submission

Submit a completed [Application for Tank Removal](#) along with all required documentation to the Office of the Fire Marshal.

Review and Inspections

The Fire Marshal will review the proposed activity and inspect the site prior to issuing a permit to determine if the proposed activity complies with applicable regulations.

Permit Issuance

Once a permit has been issued, it is the responsibility of the applicant to complete the Underground Tank Closure Certification form and return the form to the Office of the Fire Marshal upon completion of work.

Reporting Closure to the State of Connecticut

All Tank Closures must be reported to CT DEEP on the appropriate form along with a closure report including sampling of soils (and possibly groundwater) to verify that petroleum/CERCLA chemical releases have not occurred. If contamination is discovered, those releases must be reported immediately to the CT DEEP, and clean-up must be conducted to bring levels of contaminants below departmental standards, as defined in the [Remediation Standard Regulations \(Section 22-133\(K\)-1 through 22a-133\(k\)-3 of the RCSA\)](#).

Contact Us

Please consult the Office of the Mansfield Fire Marshal on any questions regarding the UST Closure/Removal Process.

By Mail

Town of Mansfield
Office of the Fire Marshal
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

FireMarshal@mansfieldct.org

By Telephone

860.429.3328

Fire Marshal Permits

Explosives Permit/Blasting Permit



Overview

Any activity involving explosives either for demolition, storage, transporting and registering vehicles for transporting explosives must comply with [Chapter 541, Sections 29-343 through 29-355 of the Connecticut General Statutes](#).

Permit Fees & Timeframe

The fee for an Explosives/Blasting Permit is **\$60**.

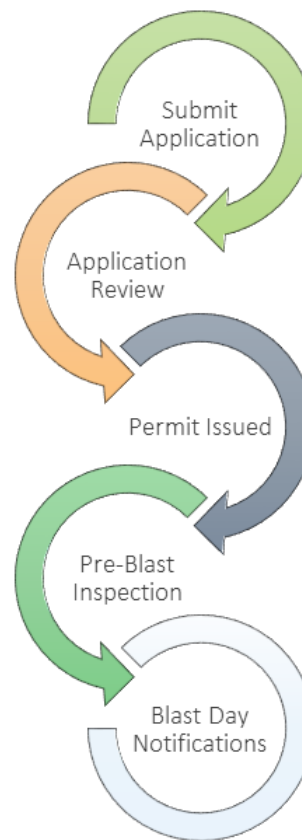
Pursuant to the Connecticut Fire Code, permits must be approved or rejected within **30 days** of receipt by the Fire Marshal. However, the Fire Marshal makes every attempt to review and rule on permits as quickly as possible.

Notifications

To protect public health and safety, permits issued for use of explosives/blasting activities require several notifications including:

- Verbal notifications of the following agencies on the day of blasting: **Fire Marshal (860.429.3328)**; **Police Department (860.429.3357)**; and **Fire Department (860.429.0035)**.
- Posting of signs adjacent to highways and roadways within 350 feet of the blast site to warn motorists and pedestrians.
- Notification of occupants of buildings within 500 feet of the blast site.
- Posting of flaggers on all highways or roadways within 300 feet of the blast site to stop traffic prior to each detonation.
- Whistle blowing before and after each blast.

Please see permit conditions for more specific details on the above requirements as well as other conditions related to maintaining public safety.



Application Form

- Complete the Application to Purchase, Transport, and Use Explosives (Form SPE2) as provided by the CT Department of Emergency Services and Public Protection.
- Submit the completed form along with a copy of the permittee's State

Review and Inspections

The Fire Marshal will review the proposed activity to determine if it conforms to [Code requirements](#). Any revisions needed to comply with Code requirements will be identified prior to permit issuance.

Permit Issuance and Conditions

After the permit has been issued, schedule a pre-blast site inspection with the Fire Marshal.

Follow all conditions attached to the permit, including required notifications; storage of explosives; record-keeping; monitoring and warnings.

Contact Us

Please consult the Office of the Mansfield Fire Marshal on any questions regarding the explosives/blasting permit process.

By Mail

Town of Mansfield
Office of the Fire Marshal
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

FireMarshal@mansfieldct.org

By Telephone

860.429.3328

Fire Marshal Permits

Fireworks and Special Effects Permit



Overview

Fireworks (with the exception of sparklers) are illegal in Connecticut and may not be sold, purchased or used with the exception of regulated fireworks displays by state licensed, professional pyro-technicians at sites that have been approved by both state and local officials. For more information and related forms, please visit the [CT Department of Emergency Services and Public Protection Fire and Explosion Investigation Unit website at http://www.ct.gov/despp/cwp/view.asp?a=4200&q=493760](http://www.ct.gov/despp/cwp/view.asp?a=4200&q=493760).

Permit Fees & Timeframe

The Town does not charge any fees for review of a Fireworks and Special Effects Permit. However, there is a **State Fee of \$100** that is due upon submission of the application to the State.

The State requires that applicants submit a completed application form (including all required Town approvals) at least 15 days prior to the scheduled event. **Please be sure to submit your application to the Town well in advance of the State deadline** to ensure the Town has sufficient time to review the application and suggest revisions/corrections to meet Code requirements.

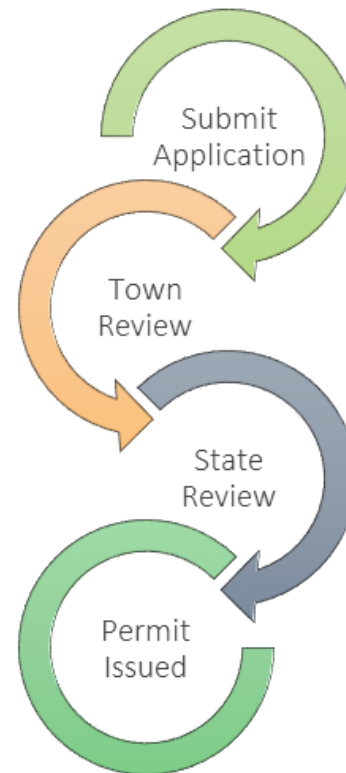
Application Requirements

In addition to completing the [Application for Permit to Display Fireworks or Special Effects](#) provided by the CT Department of Emergency Services and Public Safety; applicants must submit the following documentation:

- Copy of Permittee's State License/Certificate for Fireworks and/or Special Effects
- Insurance Certificate
- Additional information required as part of application such as site/sketch plans, devices to be used, etc.

Post Approval

If your application is approved by both the Town and the State of Connecticut, please contact the Office of the Mansfield Fire Marshal to schedule a site inspection and appropriate event coverage from the Fire and Police (Resident Trooper) Departments.



Application Submission

Submit completed application form and required documentation to the Office of the Mansfield Fire Marshal for review and processing.

Town Review

Approval from both the **Fire Chief** and **Police Chief (Town Manager)** is required for any fireworks or special effects display in Mansfield. Additionally, the **Fire Marshal** will conduct a site inspection to verify compliance with applicable regulations and identify any needed corrections to the plan.

State Review

Once the Town has completed its portion of the form, **it will be returned to the applicant for filing with the State**. If the State issues the permit, please follow the post approval requirements described at left.

Contact Us

Please consult the Office of the Mansfield Fire Marshal on any questions regarding the fireworks/special effects permit process.

By Mail

Town of Mansfield
Office of the Fire Marshal
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

FireMarshal@mansfieldct.org

By Telephone

860.429.3328

Alcohol Permits

State Alcohol Permits ■ Town Facilities Liquor Permit



State Alcohol Permit: Town Approval

The [Connecticut Department of Consumer Protection Liquor Control Division](#) requires approval from various Town officials as part of certain alcohol permit applications. Prior to completing an application, please verify that the type of alcohol permit you are requesting is authorized in Mansfield by checking [Chapter 101 of the Mansfield Code of Ordinances](#). The following outline identifies the recommended order for approvals that may be needed from Town officials.



Codes and Regulations

Authorized Liquor Permits ■ [Chapter 101, Mansfield Code of Ordinances](#)

Zoning Regulations (Accessory to Certain Principal Uses) ■ [Article 7, Section D.7.g](#)

Zoning Regulations (Temporary Special Events) ■ [Article 7, Section D.7.15](#)

Zoning Regulations (Storrs Center) ■ [Article 10, Section S.4](#)

Town Facilities Liquor Permit

Organizations hosting events at the campuses of the Audrey P. Beck Municipal Building (Town Hall), Mansfield Community Center, and Mansfield Public Library and on public property within the Storrs Center Special Design District must obtain a permit from the Town Manager if the event will include sale, service or distribution of alcohol.

Application Requirements and Timeframe

Applications must be filed with the Office of the Town Manager at least 30 days before the beginning of the event. Applications must include the following information:

- Name and address of responsible officials of organization sponsoring the event;
- Details on the portions of public land/buildings to be used;
- Specify beginning and end dates/times;
- Number of anticipated attendees;
- Whether event is open to public; and
- Arrangements for supervision.

Applications must be accompanied by adequate alcohol liability insurance. The certificate of insurance must specify the “Town of Mansfield, its officers, employees and agents” as additional insured.

Codes and Regulations

Town Facility Liquor Permits ■ [Section 101.5, Mansfield Code of Ordinances](#)

Contact Us

For more information on the **Town Facilities Alcohol Permit Process**, please contact the Office of the Town Manager at TownMgr@mansfieldct.org or at **860.429.3336**.

For more information on the Town **approval process for State Alcohol Permits**, please contact the Zoning Agent at PlanZoneDept@mansfieldct.org or **860.429.3341**.

Rental Housing Permits

Landlord Registration ■ Rental Housing Certificate ■ Off-Street Parking Plans



Overview

Michael Nintean ■ Director of Building and Housing Inspection/Building Official

Bradford Freeman, Assistant Building Official ■ Benjamin D. Funk, Code Enforcement Officer ■

Mark D. Holland, Housing Inspector ■ Patrick S. Enright, Housing Inspector

The Department of Building and Housing Inspection regulates and controls the maintenance of residential dwelling units in the Town of Mansfield with a goal of creating a safe and sanitary environment for all renters. The Department is responsible for enforcing three ordinances related to rental housing adopted by the Mansfield Town Council: Landlord Registration, Rental Housing Certificates; and Off-Street Parking.

Department staff works directly with tenants and landlords to ensure compliance with rental housing regulations. If violations or complaints occur, the Code Enforcement Officers will inspect and review the claims and will take appropriate action as dictated by the appropriate ordinance. Code Enforcement Officers coordinate with other departments in agencies in the course of their work, including the Fire Marshal, the Department of Human Services, Eastern Highlands Health District, Resident State Trooper, and the Zoning Enforcement Officer.

The Department also serves as the staff for the Housing Board of Appeals.

Codes and Regulations

Landlord Registration ■ [Chapter 152-Article I, Mansfield Code of Ordinances](#)

Housing Code and Rental Certificates ■ [Chapter 130, Mansfield Code of Ordinances](#)

Off-Street Parking ■ [Chapter 152-Article II, Mansfield Code of Ordinances](#)

Maximum Unrelated Occupants ■ [Definition of Family, Mansfield Zoning Regulations](#)

I'm looking for information on . . .

Landlord Registration [Page 53](#)

Rental Housing Certificates [Page 53](#)

Off-Street Parking Plans [Page 53](#)

Additional information and related forms can be found on the Town's Rental Housing webpage: <http://www.mansfieldct.gov/rentalhousing>

Contact Us

The Department of Building and Housing Inspection coordinates receipt and review of all applications and correspondence related to rental housing. All correspondence should be addressed as follows:

By Mail

Town of Mansfield
Department of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.487.4440

Rental Housing Permits

Landlord Registration ■ Rental Housing Certificate ■ Off-Street Parking Plans

RH

Landlord Registration

If you own residential rental property, you are required to register with the Town of Mansfield and provide the contact information of the individual responsible for managing your property. Landlord information must be updated within **21 days** of any changes. Failure to update your information can lead to [penalties and fines](#).

Initial Registration Fee: **\$25**

Change of Address Fee: **\$10**

Add to Existing Registration: **No Fee**

Rental Certification & Inspections

The Town of Mansfield has adopted a [housing code](#) to ensure that residential rental units comply with minimum health, safety and maintenance requirements. To ensure that housing standards are met, occupancy of residential rental units is prohibited unless there is a valid Certificate of Compliance for that housing unit or the unit meets one of the listed exceptions.

Fee: **\$150** for a two-year certificate

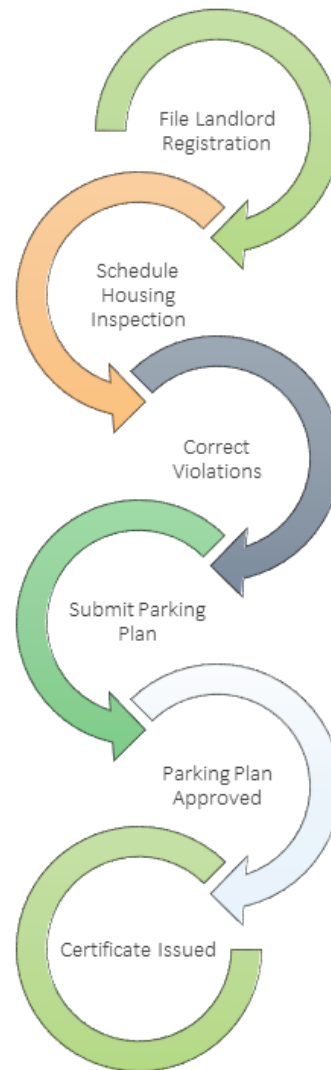
Off-Street Parking

Residential rental properties with three or fewer dwelling units are required to have an approved parking plan that meets certain [minimum requirements for size, location, and surfacing](#). Approval of the parking plan is required prior to issuance of an initial Certificate of Compliance. Cars parked in unauthorized areas will be subject to ticketing.

Plan Review Fee: **\$35/unit**

Additional Resources

For more information, refer to <http://www.mansfieldct.gov/rentalhousing>; the [Landlord Registration Guide](#) and [Landlord Registration Ordinance](#). Please note that the website and Landlord Registration



Registration

Submit a completed [Landlord Registration Form](#) to the Department of Building and Housing Inspection.

Review and Inspections

Contact the [Department of Building and Housing Inspection](#) to schedule a compliance inspection. If you are renewing your certificate or the unit is already occupied, please submit a completed [Right of Entry form](#) for each occupant with your inspection request.

Parking Plan

Once your [parking plan application](#) is approved, you have **90 days** to implement the plan. By ordinance, the [approved plan must also be posted](#) in the dwelling unit.

Maximum Occupancy

Please be advised that any rental units established on or after August 15, 2010 are limited to a maximum of 3 unrelated individuals; units created prior to that date are limited to 4 unrelated individuals.

Contact Us

The Department of Building and Housing Inspection coordinates receipt and review of all applications and correspondence related to rental housing. All correspondence should be addressed as follows:

By Mail

Town of Mansfield
Department of Building and Housing Inspection
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

BldgDept@mansfieldct.org

By Telephone

860.487.4440

Traffic Authority Permits

Temporary Road Closure ■ Traffic Control Devices ■ Changes to Traffic Patterns



Overview

Matthew Hart ■ Local Traffic Authority (LTA)

The Local Traffic Authority (LTA) is responsible for establishing traffic regulations and authorizing the installation of traffic control devices.

While the Town Manager is officially designated as the Local (Legal) Traffic Authority for Mansfield, an advisory committee comprised of the Town Manager, Resident State Trooper, Fire Marshal, Director of Public Works, Assistant Town Engineer, DPW Operations Manager and Director of Planning and Development. The committee meets monthly to provide advice and guidance on issues related to roads and public safety. Common requests considered by the Traffic Authority include:

- Installation of traffic control signs
- Alterations to roadway configuration due to safety concerns
- Temporary closure of roads for special events, construction activities, and other activities

Local Traffic Authority Meetings

The Traffic Authority generally meets on the fourth Tuesday of each month at 9 am to review pending requests for alterations to roadways, traffic calming measures, road closures, etc. If you have a request that you would like considered, please email PublicWorks@mansfieldct.org at least one week in advance of a scheduled meeting.

Temporary Road Closure

All requests to temporarily close roads for special events and other purposes such as construction require review and **approval by the Town's Traffic Authority**. While the authority to close Town-owned roads is the responsibility of the Traffic Authority, requests to close State-owned or University-owned roads must also be reviewed by the Traffic Authority. To determine whether a road is owned by the Town, University, State, or private entity, please refer to the [Town Road Map](#).

If you would like permission to temporarily close a road in Mansfield for a special event, please submit a letter with the following information to the Mansfield Traffic Authority:

- Name of Organization, including contact person and information;
- Type of Event;
- Date and Time of Event;
- Proposed Traffic Control Plan;
- Proposed Operations Plan (a template will be provided to you by the Department of Public Works upon request);
- Map clearly depicting road closure/suggested detours; and
- Acknowledgement that you will obtain the required insurance and name the Town as an additional insured if your request is approved.

For information required by the CTDOT for closure of state roads, please visit <http://www.ct.gov/dot/cwp/view.asp?A=1394&Q=259556>.

Timeframe for Review of Road Closure Permit Applications

Please be advised that requests to close **State roadways** for special events must first be reviewed and approved by the Local Traffic Authority. Pursuant to CTDOT policy, applications for a special event permit must be filed with CTDOT at least **90 days** prior to the event. As such, it is recommended that you **submit your application to the Mansfield Traffic Authority 150 days in advance of the event** to ensure sufficient time for Traffic Authority review and revisions to the Operations Plan for the event.

Contact Us

The Department of Public Works coordinates receipt of all requests for action by the Mansfield Traffic Authority, including temporary closure of roads. All correspondence related to traffic concerns should be addressed as follows:

By Mail

Mansfield Traffic Authority
c/o Department of Public Works
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

By Email

PublicWorks@mansfieldct.gov

By Telephone

860.429.3331

GLOSSARY OF TERMS

This glossary provides definitions of some of the more commonly used terms that you may encounter as part of the permitting process.* As definitions can and do vary between regulations, the source is identified by color code (as denoted at the top of each page).

Please note that this is **not a comprehensive list**. Please refer to the specific regulations and codes that apply to your project for a more comprehensive list of terms and definitions.

*As the International Building Code and International Residential Code are copyrighted documents, copies of those regulations are only available in print for a cost. Please contact the [Department of Building and Housing Inspection](#) with any questions you have regarding terms as applied in those Codes.

Mansfield Zoning Regulations

[http://www.mansfieldct.gov/
filestorage/1904/1932/2036/20160912_zoning_regs.pdf](http://www.mansfieldct.gov/filestorage/1904/1932/2036/20160912_zoning_regs.pdf)

Mansfield Subdivision Regulations

[http://www.mansfieldct.gov/filestorage/1904/1932/2036/
subdivision_regulations.pdf](http://www.mansfieldct.gov/filestorage/1904/1932/2036/subdivision_regulations.pdf)

Mansfield Inland Wetland and Watercourses Regulations

[http://www.mansfieldct.gov/
filestorage/1904/1932/2036/20120215_iwa_regs.pdf](http://www.mansfieldct.gov/filestorage/1904/1932/2036/20120215_iwa_regs.pdf)

Eastern Highlands Health District Sanitary Code

[http://www.ehhd.org/filestorage/101/127/
sanitary_code.pdf](http://www.ehhd.org/filestorage/101/127/sanitary_code.pdf)

Glossary of Terms

Zoning/Subdivision Regulations ■ Inland Wetlands Regulations ■ EHHD Regulations

A-C

ACCESSORY—The term applied to a building or use, which is clearly incidental or subordinate to, and customarily in connection with, the principal building or use and located on the same lot with such principal building or use. Any accessory building attached to a principal building is deemed to be part of such building in applying the Area Regulations to such building.

ACT—Means the Inland Wetlands and Watercourses Act, Sections 22a-36 through 22a-45, inclusive, of the Connecticut General Statutes.

AGENCY—The Mansfield Inland Wetlands Agency.

BASEMENT—A story partly underground but having at least one-half of its height above the average level of the adjoining ground.

BILLBOARD—See “Sign, Advertising.”

BOARD OF HEALTH—The Governing and Policy Making Board, also known as the Board of Directors, of the Eastern Highlands Health District.

BOARDING HOUSE—A dwelling unit in which more than three (3) persons, not a family, reside.

BOGS—Are watercourses distinguished by evergreen trees and shrubs underlain by peat deposits, poor or very poor drainage, and highly acidic conditions.

BUFFER ZONE—An area separating use districts either planted or defined by a wall or other structure as required by these regulations for the purpose of protecting adjoining properties from noise, glare, dust, and unsightly conditions.

BUILDING AREA ENVELOPE—(BAE) means the portion of a “Development Area Envelope”, as defined by Mansfield’s Subdivision Regulations, within which structures, including but not limited to a house, garage, shed, swimming pool, outside storage areas and other improvements that are subject to the Schedule of Dimensional Requirements contained in Article VIII of the Mansfield Zoning Regulations, are located. The Agency’s review of the location of a proposed Building Area Envelope is limited to the consideration of the impact of the proposed location on wetlands and watercourses.

BUILDING COVERAGE—That percentage of the total lot area covered by the combined area of all buildings on a lot.

BUILDING LINE—Line defined by minimum front yard setback.

BULK—The size and shape of building and non-building uses; and the physical relationships of their exterior walls or their location to lot lines and other walls of the same building, and all open spaces required in connection with a building. Bulk regulations include regulations dealing with floor area ratio, building height, lot area per dwelling unit, lot frontage, lot width, required yards, courts, usable open space, and spacing between buildings on a single lot.

BULK NON-CONFORMING—That part of a building or non-building use which does not conform to one or more of the applicable Bulk Regulations of these regulations either on its effective date, or as a result of subsequent amendments thereof.

BUSINESS—Any use facilitating the barter, sale, or exchange of things of value, or sale of services, or exchange of services, and includes the storage of goods.

CATERER—A person, firm, or corporation who operates or maintains within the District, a catering food service which involves the sale or distribution of food and drink prepared in bulk at one geographic location for service in individual portions at another location or which involves the preparation and service of food on public or private premises not under the ownership or control of the operator of the service.

CELLAR—A story partly underground having more than half of its clear unobstructed height below the average finished grade of the ground adjoining the building.

CLEAR-CUTTING—Means the harvest of timber which removes all trees down to a two inch diameter at breast height.

CLUB—An organization of persons incorporated pursuant to the provisions of the General Statutes and which is the owner, lessee, or occupant of an establishment, operated solely for a recreational, social, patriotic, political, benevolent or athletic purpose, but not for pecuniary gain, and includes the establishment so operated. A club shall cater only to its members or guests accompanying them.

COMMERCIAL—See business.

Glossary of Terms

Zoning/Subdivision Regulations ■ Inland Wetlands Regulations ■ EHHD Regulations



COMMISSIONER OF ENVIRONMENTAL PROTECTION—Means the commissioner of the State of Connecticut Department of Energy and Environmental Protection.

COMMUNITY RESIDENCE—Defined in accordance with the provisions of Public Act 83-341.

CONSTRUCTION STANDARDS—The Town of Mansfield Department of Public Works Engineering and Construction Standards as outlined in the “Engineering Standards and Specifications Ordinance.”

CONTINUAL FLOW—A flow of water which persists for an extended period of time; this flow may be interrupted during periods of drought or during the low flow period of the annual hydrological cycle, June through September, but it recurs in prolonged succession.

DEPOSIT—Includes, but shall not be limited to fill, grade, dump, place, discharge or emit.

DESIGN REVIEW PANEL—Design Review Panel. An advisory group appointed by the Planning and Zoning Commission, to provide application review assistance. The panel shall include at least three and not more than five people competent in such fields as architecture, landscape architecture, business, engineering and art.

DEVELOPMENT AREA ENVELOPE— (DAE) means that portion of a lot within which site improvements such as, but not limited to, a house, garage, shed, swimming pool, driveway, parking area, outside storage area, septic system, septic reserve area, water supply well, utility lines and lawns are to be located. The Agency’s review of a proposed development area envelope is limited to the consideration of the impact on wetlands and watercourses.

DISCHARGE—Means the emission of any water, substance, or material into waters of the state whether or not such substance causes pollution.

DORMITORY—A building or group of buildings used for the purpose of accommodating students, faculty or members of religious orders with sleeping quarters with or without communal kitchen facilities and administered by a bona fide educational, religious or fraternal institution. The term dormitory includes fraternity and sorority houses, convents, priories, seminaries and monasteries, but does not include clubs.

DUSTLESS SURFACE—Dustless surface shall mean adequately covered with screening stone, concrete, asphalt, or bituminous products, or gravel, adequately treated with oil, calcium chloride, or similar dust inhibiting substances.

DWELLING—A person or portion thereof used for residential occupancy.

DWELLING, SEASONAL—A structure designed and intended for human habitation of a seasonal or recreational nature, and not as a permanent dwelling constructed of permanent weatherproof materials, and having a safe water supply with adequate sanitary sewage facilities. Seasonal shall mean occupancy from June 1, to November 1, and not more than 30 days from November 1, to June 1.

DWELLING UNIT—A building, or portion thereof, providing independent living facilities for one family, including provisions for living, sleeping, eating, cooking and sanitation.

ELDERLY PERSON—Any person 62 years of age or over, or a person who has been certified by the Social Security Board as being totally disabled under the Federal Social Security Act.

ESSENTIAL TO THE FARMING OPERATION—Means that the proposed activity is necessary and indispensable to sustain farming activities.

FAMILY—A person living alone, or any of the following groups living together as a single non-profit housekeeping unit and sharing common living, sleeping, cooking and eating facilities:

Glossary of Terms

Zoning/Subdivision Regulations ■ Inland Wetlands Regulations ■ EHHD Regulations

F

1. Any number of people related by blood, marriage, civil union, adoption, foster care, guardianship or other duly authorized custodial relationship, gratuitous guests, domestic help and not more than one (1) additional unrelated person. (Related by blood shall include only persons having one of the following relationships with another individual(s) residing within the same dwelling unit: parents, grandparents, children, sisters, brothers, grandchildren, stepchildren, first cousins, aunts, uncles, nieces and nephews);
2. Two (2) unrelated persons and any children related to either of them;
3. A cumulative total of up to three (3) adult persons. More than three (3) adult persons may qualify as a family pursuant to other categories of this definition;
4. Persons living together as a functional family as determined by the criteria listed below. For the purpose of enforcing these regulations, it shall be assumed (presumptive evidence) that more than three (3) persons living together, who do not qualify as a family based on categories one or two of this definition, do not constitute a functional family. To qualify as a functional family, the following criteria shall be met: A. The occupants must share the entire dwelling unit and live and cook together as a single housekeeping unit. A unit in which the various occupants act as separate roomers may not be deemed to be occupied by a functional family; B. The group shares expenses for food, rent or ownership costs, utilities and other household expenses; C. The group is permanent and stable. Evidence of such permanency and stability may include: 1. The presence of minor dependent children regularly residing in the household who are enrolled in local schools; 2. Members of the household have the same address for purposes of voter's registration, driver's license, motor vehicle registration and filing of taxes; 3. Members of the household are employed in the area; 4. The household has been living together as a unit for a year or more whether in the current dwelling unit or other dwelling units; 5. There is common ownership of furniture and appliances among the members of the household; and 6. The group is not transient or temporary in nature; D. Any other factor reasonably related to whether or not the group is the functional equivalent of a family. E. Occupancy in a dormitory, fraternity, sorority, club, tourist home, emergency shelter, rooming or boarding house, group home or similar group occupancy shall not be construed to be a family. Many of these land uses are defined in Article IV, Section B of the Zoning Regulations
5. Any group protected by the "reasonable accommodation" criteria of the Federal Americans with Disabilities Act or Fair Housing Act in that group members are the functional equivalent of a family sharing and in continued pursuit of their common commitment to rehabilitation or recovery from chronic drug or alcohol addiction or abuse, evidenced by substantial compliance with the following criteria, listed in order of importance: A. The residence facility is certified by the Department of Mental Health and Addiction Services as congregate sober housing. B. Collectively, the residents lease the entire residence rather than any particular room. C. Residents may remain indefinitely, but are required to leave the residence if they use drugs or alcohol. D. Residents share equally most household expenses, including rent, a single household budget, most household chores, including cleaning, shopping and cooking, and the work of maintaining the premises. E. Weekly meetings are used to discuss household, financial, logistical or interpersonal issues, and household safety, including fire safety. F. Residents prepare food and eat together on a frequent basis and there is shared food in the refrigerator.

FARMING—Shall be consistent with the definition contained in Section 1-1(q) of the Connecticut General Statutes (see IWW Regulations for more information).

FEASIBLE—Means able to be constructed or implemented consistent with sound engineering principles.

FLOOD HAZARD AREA—Areas subject to 100 year flooding as shown on the Federal Emergency Management Agency "Flood Insurance Study" and "Floodway" and "Flood Insurance Rate Maps" effective January 2, 1981 and further revisions.

FLOOD AREA, GROSS— The sum of the gross area (horizontal) of every floor of a building measured from the exterior faces of the walls or from the center line of party or common walls separating two buildings, including (a) basement space; (b) attic space whether or not a floor has been laid, over which there is structural headroom of 7 1/2 feet or more; (c) floor space used for mechanical equipment with structural headroom of 7 1/2 feet; (d) roofed porches, breezeways, interior balconies and mezzanines; (e) any roofed space such as a garage or carport for off-street parking accessory to a single-family or two-family dwelling not located in a cellar. However, floor area does not include: (a) cellar space (except that cellar space used for a retail sales use shall be included for the purpose of calculating requirements of such use for accessory off-street parking spaces and accessory off-street loading berths); (b) elevator and stair bulkheads, accessory water tanks and cooling towers; and (c) terraces, unroofed open porches and steps.

Glossary of Terms

Zoning/Subdivision Regulations ■ Inland Wetlands Regulations ■ EHHD Regulations

F-J

FLOOR AREA, LIVEABLE—Livable floor areas may include rooms, halls, and closets, but shall not include rooms for heating equipment, garages, open or closed outside vestibules, or porches, or verandas. Unfinished basement spaces will not qualify for required livable area. Livable floor area as used herein means those portions of the building, soundly and permanently constructed and finished with materials and methods conforming to generally accepted practice. Floor area for livable quarters shall be computed from the outside dimensions.

FLOOR AREA, NET RETAIL—The sum of the gross area within a commercial building designed and intended to be used in association with the sale of goods and personal services but excluding areas used for utilities and storage areas up to 10% of each tenant space.

FOOD—Any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use, or for sale, in whole or in part for human consumption.

FOOD SERVICE ESTABLISHMENT—Restaurant, coffee shop, cafeteria, short order cafe, tavern, luncheonette, sandwich stand, soda fountain, fast food establishment, and any and all other eating or drinking establishments as well as kitchens or other places in which food or drink is prepared for sale or service to the public on or off the premises.

FOOD SERVICE INSPECTOR—The authorized agent of the director of health certified by the Connecticut State Department of Public Health.

FRATERNITY/SORORITY—Any group of persons organized for a common purpose, interest or pleasure, and recognized by the Office of Greek Life at the University of Connecticut or Eastern Conn. State University.

FRATERNITY/SORORITY HOUSE—Any building or portion of a building used by a fraternity or sorority for the purpose of lodging fraternity or sorority members, or as a site for the conduct of fraternity or sorority-sponsored entertainment or assemblage.

GROUP HOME—A continuously supervised residential care facility licensed by the State of Connecticut and providing housing and care to eight or fewer individuals who are aged, handicapped, disabled or otherwise in need of specialized services to meet their needs. For the purposes of these regulations, group homes shall not include out-patient services or treatment or supervision services for any of following: (1) acutely ill individuals; (2) individuals who are dangerous to themselves or others (as defined by Section 17-176 of the State Statutes), (3) individuals whose psychiatric disorder is drug or alcohol dependence (as defined by Sections 21a-240 and 17-1551 of the State Statutes) and (4) individuals whose needs are related to criminal behavior or the State Department of Corrections. Group homes under these regulations shall not house or provide services to more than eight individuals, excluding staff residents (also see definition of community residence).

HEIGHT—The vertical distance measured from the average elevation of the proposed finished grade along the wall of a building to the highest point of such building.

HOME OCCUPATION—See provisions of Article. X, Section N. of the Zoning Regulations.

HOTEL—A building which has a common entrance or entrances and contains living and sleeping accommodations for hire for ten or more persons.

INDUSTRY—Any process whereby the nature, size, or shape of articles is changed, or where articles are assembled or packaged in quantity.

JUNK—Any article or material or collection thereof which is worn out, cast off, or discarded, and which is ready for destruction or has been collected or stored for salvage or conversion.

JUNK YARD—Except for the specific exceptions noted below, the use of any area of any lot, whether inside or outside a building for any of the following purposes:

- a. the storage, keeping or abandonment of junk, scrap or discarded materials or equipment, including old metal, glass, paper, cordage or other waste or discarded or secondhand material; or
- b. the dismantling, demolition or abandonment of automobiles, other vehicles, machinery, equipment or parts thereof; or
- c. any other place of storage or deposit, including any business, which has stored or deposited two or more unregistered motor vehicles or used parts of motor vehicles or old iron, metal, glass, paper, cordage or other waste or discarded or secondhand material which has been a part, or intended to be a part, of any motor vehicle, the sum of which parts or material shall be equal in bulk to

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two or more motor vehicles. As specific exceptions, the following shall not be considered a junk yard: 1. The display of unregistered vehicles for the specific purpose of sale in association with an authorized and licensed automotive dealership; 2. the accessory storage of unregistered vehicles, equipment or parts associated with a permitted or proposed business, provided said storage has been specifically approved by the Planning and Zoning Commission; 3. the parking of unregistered farm vehicles and associated equipment and parts for use on site in association with an active farm; or 4. the interior storage of unregistered vehicles as per the accessory use provisions of Article VII, Section D.7.f. of the Zoning Regulations.

LICENSE—means the whole or any part of any permit, certificate of approval or similar form of permission which may be required of any person by the provisions of sections 22a-36 to 22a-45, inclusive, of the Connecticut General Statutes.

LOT—One or more contiguous parcels of land under single ownership or control that conforms with all applicable Zoning Regulations as a tract to be used, developed or built upon as a unit. It may or may not coincide with the deed description thereof filed for record or otherwise, and it may be subsequently subdivided into two or more lots, provided all such lots conform to all applicable Zoning and Subdivision Regulations.

LOT, CORNER—A corner lot is a lot whose street lot lines have an interior angle of less than 135 degrees at the intersection of the two lines. A lot abutting on a curved street shall be deemed as a corner lot if the tangents to the curve at the points of intersection of the side lot lines intersect at an interior angle of less than 135 degrees.

LOT FRONTAGE—The horizontal distance measured along the full length of the front lot line. At existing, proposed or future streetline intersections with a radius, the beyond the radius to their point of intersection.

LOT LINE—A property line bounding a lot. For zoning purposes, town boundary lines are not assumed to be lot lines and a Mansfield lot may extend into an adjacent municipality.

LOT, REAR—A single lot or parcel existing as of the date of adoption of this amendment which does not have adequate frontage on an accepted town street and is accessible only by a permanent, unobstructed right of access (amendment effective May 15, 1976).

LOT LINE, FRONT—A front lot line is the line of a street on which a lot abuts.

LOT LINE, REAR—A rear lot line is any lot line, other than another front lot line on another street, which is the farthest lot line from the street.

LOT WIDTH—The average distance between side lot lines measured along two lines parallel to a line connecting the end points of the front lot line and drawn through those two points of the principal building closest to the farthest from the street.

LOT LINE, SIDE—Any lot line not a front lot line or a rear lot line, bounding a lot and extending from the street toward the rear in a direction approximately perpendicular or radial to the street.

LOT THROUGH—A lot, other than a corner lot, having frontage on two streets.

MANAGEMENT PRACTICE—means a practice, procedure, activity, structure or facility designed to prevent or minimize pollution or other environmental damage or to maintain or enhance existing environmental quality. Such management practices include, but are not limited to: erosion and sedimentation controls; restrictions on land use or development; construction setbacks from wetlands or watercourses; proper disposal of waste materials; procedures for equipment maintenance to prevent fuel spillage; construction methods to prevent flooding or disturbance of wetlands and watercourses; procedures for maintaining continuous stream flows; confining construction that must take place in watercourses to times when water flows are low and fish and wildlife will not be adversely affected.

MARSHES—are watercourses that are distinguished by the absence of trees and shrubs and the dominance of soft-stemmed herbaceous plants. The water table in marshes is at or above the ground surface throughout the year and areas of open water six inches or more in depth are common, but seasonal water table fluctuations are encountered.

MATERIALS—Means any substance, solid or liquid, organic or inorganic, including but not limited to soil, sediment, aggregate, land, gravel, clay, bog, mud, debris, sand, refuse or waste.

MOBILE HOMES—See “Trailer.”

MOBILE FOOD VENDOR/ITINERANT FOOD VENDOR—A mobile food vendor/itinerant food vendor is a person, firm or corporation who

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operates or maintains within the District an itinerant food vending business serving food or drink from any establishment or conveyance without a fixed location and without connections to water supply and sewage disposal systems.

MONUMENT—A stone or other permanent object to mark a boundary or angle point.

MOTEL—A building or a group of buildings, containing individual sleeping quarters and individual entrances, and designed, altered or used primarily for rental to transients on a nightly basis.

NATURAL AND MANMADE FEATURES—Significant trees, standing singly or in groves; agricultural lands including open fields and pastures; water, including ponds, lakes, brooks, streams, rivers, and cascades; ledges, and large rock outcroppings or formations, large hills or ridges, or expanses of valley floors; visible historic sites or features, such as stone walls, individual buildings or groupings of buildings, cemeteries, cellar holes, foundations, or similar features.

NEIGHBORHOOD OF GIVEN LOT—The neighborhood of a lot refers to all areas within five hundred feet of any point on any boundary line of the given lot.

NON-BUILDING USE—A principal use of land to which the buildings on the lot, if any, are accessory, such as trailer park, junk yard, public parking lot, or an open storage yard for materials.

NONCONFORMING USE—See “Use, Nonconforming.”

NURSERIES—Means places where plants are grown for sale, transplanting, or experimentation.

PARKING, OFF-STREET—Parking space as required for specific uses which is located off a public right-of-way.

PERMITTEE—Means the person to whom a license has been issued.

PERSON—means any person, firm, partnership, association, corporation, limited liability company, company, organization or legal entity of any kind, including municipal corporations, governmental agencies or subdivisions thereof .

PLACES OF ASSEMBLY-BANQUET HALL—A hospitality use group that is specific to special events/special occasions such as weddings, wedding receptions, rehearsals and banquets generally not used on a daily basis.

PLAN, CONCEPTUAL LAYOUT—A plan prepared after analyzing off-site influences and site and neighborhood features and indicating potential streets, lots, open space areas and other site alterations. Conceptual plans, which are required for subdivisions with potential streets and/or four (4) or more lots, are reviewed by the planning staff pursuant to Section 5 of the subdivision regulations.

PLAN, FINAL—The final map or drawing(s) and all required supporting data upon which the subdivider’s plan of subdivision is presented to the Commission for approval (see Section 6.0 of the subdivision regulations for requirements).

POLLUTION—Means harmful thermal effect or the contamination or rendering unclean or impure of any waters of the state by reason of any waste or other materials discharged or deposited therein by any public or private sewer or otherwise so as directly or indirectly to come in contact with any waters. This includes, but is not limited to, erosion and sedimentation resulting from any filling, land clearing or excavation activity.

POOL, COMMERCIAL SWIMMING—A pool for admission to which a fee is charged.

POOL, SWIMMING—A structure of relatively impervious material intended for bathing or swimming purposes, located either indoors or outdoors and provided with a controlled water supply.

POTENTIALLY HAZARDOUS FOOD—Means any food or food ingredient, natural or synthetic, that is in a form capable of supporting : (A) the rapid and progressive growth of infectious or toxigenic microorganisms, or (B) the slower growth of clostridium botulinum.

PREMISES—A lot and all the buildings and uses thereon.

PRUDENT—Means economically and otherwise reasonable in light of the social benefits to be derived from the proposed regulated activity provided cost may be considered in deciding what is prudent and further provided a mere showing of expense will not necessarily mean an alternative is imprudent.

PUBLIC GARAGE—A building used for the storage of more than three registered motor vehicles which are owned by persons other than the owner or occupants of the premises, or in which repairs are made upon motor vehicles for profit.

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PUBLIC PARKING LOT—Any lot used for the storage of motor vehicles which contains space available to the general public by the hours, day, week, month or year.

PUBLIC PLACE—shall mean any place to which the general public has a right to resort, not necessarily a place devoted solely for the use of the public, but a place which is in point of fact public rather than private, a place visited by person or persons and usually accessible by or to the public. This includes any building, structure, premises, or establishment, permanent or temporary in nature, movable or immovable, or any building or group of buildings or portion of a building occupied by any public agency which is open to the public for the purpose of conducting business any place in which the public has an interest as affecting the safety, health, and welfare of the community and includes such areas as Common Interest Ownership Communities as defined by Chapter 828 of the General Statutes of the State of Connecticut and their recreational facilities and areas, fraternal halls, grounds and facilities, health clubs, exercise and fitness clubs, golf, tennis and/or recreational clubs, and the like, and so called private clubs where non-members or members of the general public are allowed under any contractual or other circumstances.

RECREATION, PRIVATE—An area or use maintained for recreational purposes by private individuals, supported primarily by dues of its members, and not open to the general public.

RECREATION, PUBLIC—An area or use maintained for recreational purposes which is open to the general public.

REGULATED ACTIVITY—(also see upland review area) means any operation within or use of a wetland or watercourse involving removal or deposition of material, or any obstruction, construction, alteration or pollution, of such wetlands or watercourses, but shall not include the specified activities in Section 22a-40 of the Connecticut General Statutes. Furthermore, any clearing, grubbing, filling, grading, paving, excavating, constructing, depositing or removing of material and discharging of storm water or other activity on the land within one hundred and fifty (150) feet measured horizontally from the boundary of any wetland or watercourse is a regulated activity. The Agency may also rule that any other activity located within an upland review area or in any other non-wetland or non-watercourse area is likely to impact or affect wetlands or watercourses and is a regulated activity.

REMOVE—Includes, but shall not be limited to drain, excavate, mine, dig, dredge, suck, bulldoze, dragline or blast.

RENDERING UNCLEAN OR IMPURE—means any alteration of the physical, chemical or biological properties of any waters of the state, including, but not limited to, change in odor, color, turbidity or taste.

RESERVE STRIP—Land controlling access to an area dedicated or to be dedicated to public use.

RESIDENCE—One or more dwelling units for permanent occupancy.

RESIDENCE, SINGLE FAMILY—A one-family dwelling unit, including any building, trailer or other structure, occupied by a single-family.

RESIDENCE, SINGLE FAMILY DETACHED—A single-family residence which is separated from lot lines or other buildings by open space.

RESIDENCE, SINGLE FAMILY ATTACHED—A single family residence having one or two party walls on side lot lines.

RESIDENCE, MULTI-FAMILY—A building or part thereof containing three or more dwelling units and includes apartments, row houses, and town houses.

RESTAURANTS, TAVERNS, GRILLES, AND PACKAGE STORES—Shall have the meaning given them in the State Liquor Control Act.

RESUBDIVISION—A change in a map of an approved or recorded subdivision or resubdivision if such change a) affects any street layout shown on such map, or b) affects any area reserved thereon for public use, or c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.

ROOMING HOUSE—See “Boarding House.”

SCENERY—The general appearance of a place regarding its natural and manmade features, as viewed from particular vantage points with regard to their beauty.

SCENIC—Of or relating to natural and manmade features, with regard to their beauty.

SETBACK, BUILDING—The distance that a building or other structure must be from the lot line.

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SEWER, MUNICIPAL—A municipality maintained underground sewage disposal system serving two or more dwelling units.

SIGN—Any structure or part thereof, or any natural object (such as a tree, rock, shrub and the ground itself), or any device, whether freestanding or attached to a building, vehicle or structure or painted or represented thereon, which shall be used to attract attention to any object, project, place, activity, person, institution, organization or business, or which shall display or include any letter, word, model, flag, banner, pennant, insignia, device or representation which is in the nature of or which is used as an announcement, direction or advertisement for commercial purposes or otherwise. Signs shall include billboards, neon or lighted tubes, strings of lights, inflatables, paintings or similar devices outlining, attached or hung upon any part of a building, vehicle, structure, or otherwise on a lot, but does not include the flag, pennant or insignia of any nation or group of nations, or of any governmental agency.

SIGN, ADVERTISING—A sign, including the type commonly known as a billboard, which directs attention to a business, commodity, service, political campaign, or entertainment conducted, sold or offered elsewhere than upon the same lot where such a sign is displayed. Temporary sponsorship signs/banners, as provided for in the Mansfield Parks Regulations, shall not be considered advertising signs for the purposes of the Zoning Regulations.

SIGN, AREA—The area or size of a sign shall be defined and measured as follows: 1. For freestanding signs and sign structures that are attached or mounted upon a building, the sign area shall be the square footage included within the 127 shortest line that can be drawn around the outside perimeter of the sign, excluding any structural elements lying outside the limits of such sign that are clearly of a size, scale and design that is accessory to the subject sign. Any questions regarding the structural elements of a sign should be reviewed with the Commission. 2. For lettering, symbols, flags or other devices painted or independently attached or mounted upon a building or otherwise displayed on the property, the sign area shall be the square footage included within the smallest continuous regular geometric shape enclosing all lettering, wording, design, flags or symbols, together with any background that is different from the balance of the wall on which it is located and obviously related to the sign. 3. See sign area standards of Article X, Section C.9 of the Zoning Regulations.

SIGN, DIRECTIONAL—A sign indicating the direction of a route to the subject project, place, business, person, organization, etc.

SIGN, IDENTITY— A sign depicting the individual name(s) or collective name of persons, organizations or business conducting a permitted use on the subject site. In addition to name information, an identity sign may include supplemental descriptive wording regarding the product/service offered at the site.

SIGN, PROMOTIONAL— A sign, other than an identity sign, which directs attention to a business commodity, service or entertainment conducted, sold or offered upon or in front of the lot where such sign is displayed. For the purpose of these regulations, window signs as authorized by Section C.4.g. of the Zoning Regulations and temporary grand opening signs as authorized by Section C.5.e. of the Zoning Regulations shall not be classified as promotional signs.

SIGNIFICANT IMPACT—means any activity, including, but not limited to, the following activities: 1. Any activity involving deposition or removal of material which will or may have a substantial effect on the wetland or watercourse in which the activity takes place or on wetlands or watercourses outside the area for which the activity is proposed. 2. Any activity which substantially changes the natural channel or may inhibit the natural dynamics of a watercourse system. 3. Any activity which substantially diminishes the natural capacity of an inland wetland or watercourse to: support aquatic, plant or animal life and habitats; prevent flooding; supply water; assimilate waste; facilitate drainage; provide recreation or open space; or perform other functions. 4. Any activity which is likely to cause or has the potential to cause substantial turbidity, siltation or sedimentation in a wetland or watercourse. 5. Any activity which causes substantial diminution of flow of a natural watercourse or groundwater levels of a wetland or watercourse. 6. Any activity which is likely to cause or has the potential to cause pollution of a wetland or watercourse. 7. Any activity which damages or destroys unique wetland or watercourse areas or such areas having demonstrable scientific or educational value.

SOIL SCIENTIST—Means an individual duly qualified in accordance with standards set by the federal Office of Personnel Management.

STREET—Any existing highway that is accepted and actively maintained by either the Town of Mansfield or the State of Connecticut; or any proposed roadway, which is shown on a subdivision map approved by the Planning and Zoning Commission and duly recorded in the Mansfield Land Records, and which is formally bonded for completion and dedication to the Town of Mansfield.

STREET, ACCEPTED—A street which has become public by virtue of dedication and formal acceptance by the Town of Mansfield.

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STREET CENTER LINE—A line equidistant from each street line; or if no street line is established, the center line of the existing pavement, or if the street is unpaved, the center line of the existing traveled way.

STREET, DEAD-END—A right-of-way closed at one end with an intersection with a through street at the other end, and also includes the term cul-de-sac street. A street with a temporary turnaround is a dead-end street.

STREET LINE—The right-of-way of an established street or, if not established, a line 25' from the street center line as defined.

SUBDIVIDER—The owner of record at the time of filing of an approved subdivision or resubdivision plan or, at the time of application, a person holding an option or agreement to purchase land.

SUBDIVISION—Means the division of a tract or parcel of land into three or more parts or lots for the purposes, whether immediate or future, of sale or building development expressly excluding development for municipal, conservation, or agricultural purposes, and includes resubdivision.

SUBMERGED LANDS—Means those lands which are inundated by water on a seasonal or more frequent basis.

SWAMPS—Are watercourses that are distinguished by the dominance of wetland trees and shrubs.

TEMPORARY FOOD ESTABLISHMENT—A food service establishment, permanent or temporary structure or design, moveable or immovable, which operates for a temporary period of time not to exceed fourteen (14) days during any permit period. Said temporary period shall be counted from the first day of operation to include the next thirteen (13) calendar days whether the temporary food establishments operates on all fourteen days or not.

THE PUBLIC HEALTH CODE OF THE STATE OF CONNECTICUT—Shall mean the Public Health Code of the State of Connecticut and Other Department Regulations established in accordance with the General Statutes of Connecticut, Title 19a, Section 36, as amended.

TOURIST HOME—A residence in which sleeping accommodations for more than three and less than ten persons are hired out for transient occupancy.

TRAILER, TRAVEL TRAILER, TRAILER COACH, OR MOBILE MANUFACTURED HOME—Any vehicle which is designed to be used as sleeping or living quarters, and which is or may be mounted on wheels, and does not include modular homes.

TRAILER, INDIVIDUAL—Any trailer, travel trailer, trailer coach or mobile home which is the only one on a lot or parcel of land.

TRAILER PARK—Any lot or parcel of land which is used or allowed for the parking of two or more occupied trailers, trailer coaches or mobile homes.

TRAILER PERMITTEE—Any person, firm or corporation receiving a permit to conduct or maintain a trailer park or individual trailer.

TRAILER SPACE—That section of ground in a trailer park used or allotted for use as a location for a single trailer, travel trailer, trailer coach or mobile home and includes space for parking of one private automobile.

TRAILER, TRANSIENT—A trailer, travel trailer, trailer coach or mobile home owned by a non-resident of the Town, and who is passing through Town or visiting a resident for a limited length of time.

TREES, SIGNIFICANT—A healthy, well formed, individual tree nine (9) inches or greater d.b.h. (diameter breast height) on a proposed lot or within an existing or proposed street right-of-way, and/or a grove of trees of any size, especially as they stand along streets or boundaries of existing or proposed lots, that add scenic character or serve as privacy screens or buffers.

UPLAND REVIEW AREA—means all land within one hundred and fifty (150) feet from the edge of a wetland or a watercourse, as measured horizontally from the boundary of any wetland or watercourse and in addition, areas at a greater distance than 150 feet from the edge of a wetland or watercourse where in the determination of the agency proposed activities are likely to impact or affect wetlands or watercourses.

USE—The term employed to refer to any purpose for which buildings or other structures or land may be occupied.

USE, NONCONFORMING—A use of a building or land or both, which does not conform to the applicable Use Regulations of these regulations either on its effective date, or as a result of subsequent amendments thereof. It may or may not involve any principal

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building or land use.

VANTAGE POINT—A ground that offers the best advantage for observing scenery.

VIEW—Scenery that exceeds one-hundred and eighty (180) degrees in width as observed from a vantage point.

VISTA—Scenery that is less than one-hundred and eighty (180) degrees in width as observed from a vantage point and is framed by trees, landforms, buildings or other vertical features.

WASTE—Means sewage or any substance, liquid, gaseous, solid or radioactive, which may pollute or tend to pollute any of the wetlands and watercourses of the Town.

WATERCOURSES—means rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through or border upon the Town or any portion thereof not regulated pursuant to Sections 22a-28 through 22a-35, inclusive, of the Connecticut General Statutes. Intermittent watercourses shall be delineated by a defined permanent channel and bank and the occurrence of two or more of the following characteristics: (a) evidence of scour or deposits of recent alluvium or detritus, (b) the presence of standing or flowing water for a duration longer than a particular storm incident, and (c) the presence of hydrophytic vegetation.

WATER SUPPLY, COMMUNITY—A privately installed and maintained well or reservoir and appurtenant facilities serving two or more dwelling units.

WETLANDS—means land, including submerged land as defined in this section, not regulated pursuant to Sections 22a-28 through 22a-35, inclusive, of the Connecticut General Statutes, which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and floodplain by the National Cooperative Soils Survey, as it may be amended from time to time, of the Natural Resources Conservation Service of the U.S. Department of Agriculture (USDA). Such areas may include filled, graded, or excavated sites which possess an aquic (saturated) soil moisture regime as defined by the USDA Cooperative Soil Survey.

YARD, REQUIRED—Open and unobstructed ground area of the lot extended inward from a lot line for the distance specified in the Regulations for the district in which the lot is located.

YARD, REQUIRED FRONT—A required yard extending along the full length of the front lot line to a depth required by these regulations.

YARD, REQUIRED REAR—A required yard extending along the full length of the rear lot line to a depth required by these regulations.

YARD, REQUIRED SIDE—A required yard extending along a side lot line to a depth required by these.

YIELD PLAN—means a map(s) containing a lot and site improvement layout and additional information as required by Mansfield's Subdivision and Zoning Regulations, to demonstrate compliance with the Zoning Schedule of Dimensional Requirements for standard lot size, lot frontage and building setbacks; as well as all other Zoning and Subdivision requirements, including, minimum lot area requirements for new lots; the Design Criteria of Section 7 and the Open Space requirements of Section 13. A yield plan is required by the subdivision regulations whenever a subdivider requests a reduction or waiver of minimum lot frontage (see Section 7.6) or in the R-90 and RAR-90 zones, a lot size of less than 90,000 square feet. The Agency shall review a yield plan and provide advisory comments to the Planning and Zoning Commission regarding the potential yield plan impact on wetlands and watercourses, including, as applicable, whether the proposed subdivision or yield plan is preferable with respect to potential impacts on wetlands and watercourses.